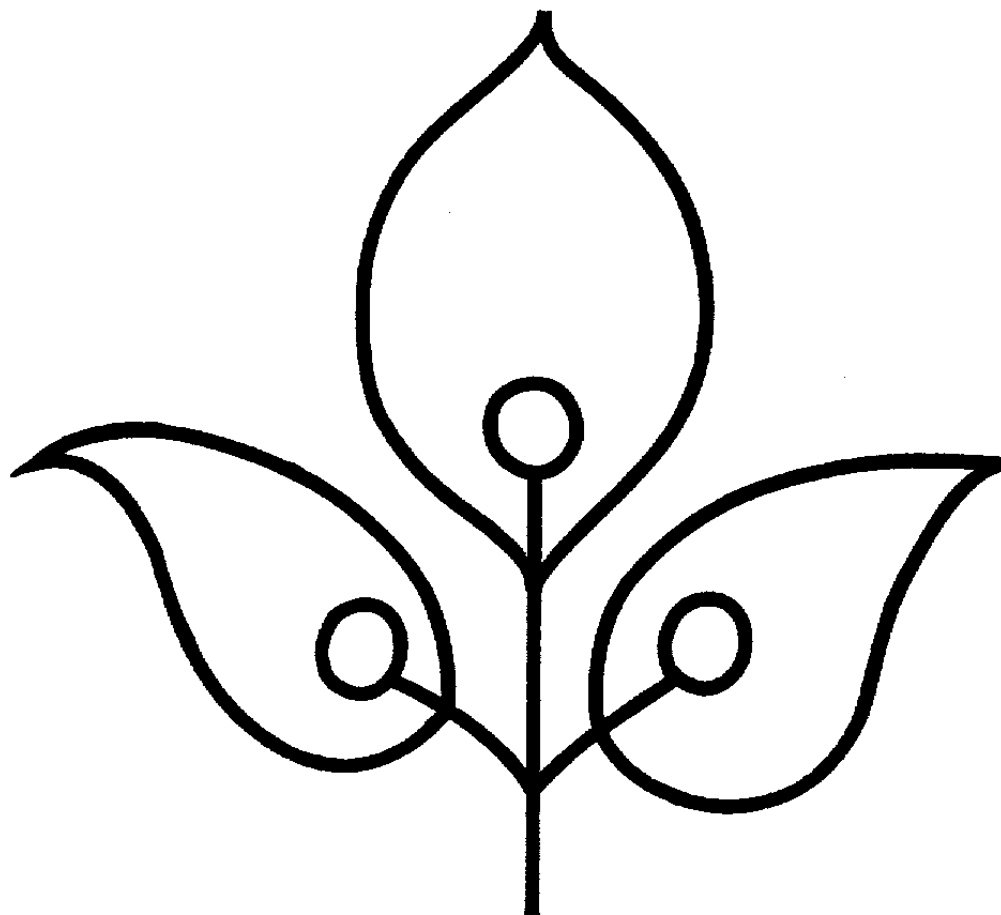


NATIONAL PLANT BOARD



MEMBERSHIP MANUAL

NATIONAL PLANT BOARD MANUAL

INTRODUCTION

This manual was developed to provide basic organizational information about the National Plant Board (NPB). It will provide guidance to members elected or appointed to offices and positions of the NPB and should promote standardization and uniformity of procedures and policies in the NPB. It will identify organizations and agencies that the NPB frequently interacts with.

National Plant Board Internet Address

<http://www.aphis.usda.gov/npb/>

Note:It is the intention of the NPB Executive Committee to distribute an initial copy of this manual to the membership and cooperators. The manual will likely be placed on the NPB website on the Internet and all future updates will be available from that source.

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THE PLANT BOARD SYSTEM OF THE UNITED STATES

WHAT IS THE NATIONAL PLANT BOARD

The National Plant Board is an organization of the plant pest regulatory agencies of each of the states and Commonwealth of Puerto Rico. Member agencies must be members in good standing of the regional plant board in which their state or commonwealth is located.

PURPOSE

Purposes of the National Plant Board as stated in its constitution include:

1. To represent the regional plant boards at the national level and to carry out instructions issued by the regional plant boards.
2. To bring out greater uniformity and efficiency in the promulgation and enforcement of plant quarantines and plant inspection policies and practices in the various states.
3. To act as a national clearing-house for information in plant quarantines and plant inspection policies and procedures.
4. To promote harmony and uniformity in the field of plant pest regulation.
5. To maintain contacts with the United States Department of Agriculture and other federal and state agencies concerning quarantine policies that have national, regional or individual state effects.
6. To advance and protect agriculture, horticulture and forestry on the state, national and international levels.

THE NATIONAL PLANT BOARD MEMBERS

Membership of the National Plant Board is made up of the principal plant pest regulatory official of each member state or commonwealth. This person is usually the administrator of the section of his or her state's department of agriculture which deals with plant pest prevention. In some states the function is in an agency other than the department of agriculture.

WITH WHOM DOES THE NATIONAL PLANT BOARD WORK

National Plant Board members work cooperatively with the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Forest Service (FS),

and Agriculture Research Service (ARS) to prevent the entry of new pests, insects, diseases and weeds into the county and also work to prevent the movement of pests as appropriate between and within states. They inspect plants and agricultural commodities for export so that required phytosanitary certification can be provided. They also provide consultation from the state perspective by serving on technical and advisory committees established by cooperators.

Members all are actively involved in working with groups, industries and the general public as needed, to prevent the development of plant pest problems and to solve those problems which do occur.

NATIONAL PLANT BOARD FORMATION

The National Plant Board was formed in 1925 with a membership composed of two members each from the Western Plant Board, Eastern Plant Board, Southern Plant Board and Central Plant Board. The Board functioned through these eight members until 1976 when the constitution was amended to give membership to all states and territories.

NATIONAL PLANT BOARD HISTORICAL RECORDS

Historical records of the National Plant Board have been placed in the Kansas State Historical Society, Library and Archive Division, 6425 SW 6th Avenue, Topeka, Kansas 66615, Phone: 785-272-8681 Ext. 302, FAX: 785-272-8682, E-mail: dgarwood@kshs.org. These records may be accessed by contacting the society. The Central Plant Board, Southern Plant Board and Horticultural Inspection Society papers have also been deposited with the Kansas State Historical Society.

NATIONAL PLANT BOARD MEETINGS

The annual meeting of the National Plant Board normally is held during the third week of August. The meeting site is rotated among the four regional plant boards. Meetings are open and are usually well attended by representatives of cooperating federal agencies and industries. Non-members wishing to be heard on any matter within the scope of the Board's activities, may be granted approval by a majority of the Executive Committee before an open meeting.

THE NATIONAL PLANT BOARD OFFICERS

The National Plant Board Executive Committee elects the Board officers for the executive committee membership at each annual meeting. The National Plant Board Executive Committee is composed of two members elected by each of the four regional plant boards. The National Plant Board officers are Chairman, Vice-Chairman and Secretary/Treasurer.

The officers usually serve two consecutive one year terms in an office. One person usually will serve two years as Secretary/Treasurer, followed by two years as Vice-Chairman and two years as Chairman. The National Plant Board currently does not have an Executive Secretary or a

permanent headquarters.

THE REGIONAL PLANT BOARDS

In 1919, eleven states, the Territory of Hawaii, the Canadian Province of British Columbia and the Mexico District of Lower California met and organized the Western Plant Board for the purpose of discussing and developing uniformity in conducting plant protection work. The Western Plant Board later grew to its current size. The remaining states and the Commonwealth of Puerto Rico were organized into three separate regional plant boards in 1925. The National Plant Board was created the same year.

THE NATIONAL PLANT BOARD COUNCIL

The National Plant Board Council exists to act as liaison between the regional plant boards and cooperating agencies of the federal government plus other appropriate organizations and industries. The National Plant Board Council includes 10 members. Two representatives are elected by each of the four regional plant boards. The Chairman of the National Plant Board serves as Chairman of the Council and the Vice-Chairman of the National Plant Board serves as its Secretary.

The National Plant Board Council usually meets at least three times a year with the United States Department of Agriculture (USDA), Animal Plant Health Inspection Service (APHIS) personnel and others.

The stated mission of the Council is to contribute to the accomplishment of meaningful and biologically sound plant protection and quarantine programs, provide advice and recommendations on plant pest matters to the National Plant Board and offer guidance to states experiencing plant pest problems.

NATIONAL PLANT BOARD PRINCIPLES OF PLANT QUARANTINE

In 1931 the National Plant Board adopted a set of 17 conditions for consideration of regulatory action to quarantine an area to prevent a pest from entering. These guidelines, the "Principles of Plant Quarantine," have been used since their adoption by state and federal regulatory plant protection agencies when considering whether or not to enact a quarantine against a potentially dangerous pest. Use of the Principles of Plant Quarantine have resulted in increased uniformity in quarantines throughout the country.

1996-1997

NATIONAL PLANT BOARD OFFICERS

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Note: Listings will be updated on the Internet.

NATIONAL PLANT BOARD

CONSTITUTION

(revised August 16, 1983)
(corrected August 14, 1985)
(revised August 20, 1987)

CONSTITUTION

NATIONAL PLANT BOARD

ARTICLE I. GENERAL PROVISIONS

Section I. NAME: There shall be an organization known as the National Plant Board.

Section 2. PURPOSE: The functions of the National Plant Board shall be as follows:

- (a) To represent at the national level the four regional plant boards of the United States of America, i.e., the Eastern Plant Board, the Southern Plant Board, the Central Plant Board and the Western Plant Board, and to receive, consider and carry out, in so far as is possible, all instructions issued by the regional boards.
- (b) To bring about through advisory action greater uniformity and greater efficiency in the promulgation and enforcement of plant quarantines in the various states; to act through the Regional Boards in any advisory capacity in the formulation of inspection policies and inspection practices in the individual states; to act as a clearing house of information on these subjects; to provide for a discussion of principles, policies and methods and to make recommendations to the Regional Boards for the promotion of efficiency, harmony and uniformity in and among the states in the field of regulatory work.
- (c) To maintain contacts with the United States Department of Agriculture and other related federal and state agencies and to confer with such agencies on matters of quarantine policies which affect the United States at large and the individual states or group of states.
- (d) To advance and protect agriculture, horticulture and forestry on state, national and international levels. Action initiated by the National Plant Board shall not be interpreted as binding Regional Boards or individual states.

NATIONAL PLANT BOARD

ARTICLE I. GENERAL PROVISIONS - CONT

- Section 3 **MEMBERSHIP:** National Plant Board membership shall include only United States of America official state and commonwealth plant regulatory agencies that are members in good standing with their regional boards, however, there shall be no more than one member per state and commonwealth.
- Section 4. **VOTING:** Each National Plant Board member shall be allowed to cast one vote on issues brought before the general session of the National Plant Board but the issues voted on must be limited to referrals to regional boards and/or the Executive Committee of the National Plant Board for consideration.
- Section 5. **OFFICERS:** The officers of the National Plant Board shall consist of a Chairman, a Vice-Chairman, and a Secretary-Treasurer elected for a term of one year, or until their successors are elected and qualified. Officers shall be members of and nominated and elected by the National Plant Board Executive Committee.
- Section 6. **PROCEDURE:** The general sessions of the National Plant Board shall be governed by Roberts Rules of Order and shall be held once annually or on call by the Chairman or on request of four members of the Executive Committee. Any person interested in the proceedings of the National Plant Board may attend open meetings of the Board. An appointment to be heard before an open meeting on any matter within the scope of the Board's activities may be granted upon approval of a majority of the Executive Committee. In the event of a tie vote on the questions of attendance or the opportunity to be heard, the vote of the Chairman shall be deciding.

NATIONAL PLANT BOARD

ARTICLE II. EXECUTIVE COMMITTEE

- Section 7. **EXECUTIVE COMMITTEE MEMBERSHIP:** The Executive Committee of the National Plant Board shall be composed of two members, or their alternates, from each of the following regional organizations: Western Plant Board, Southern Plant Board, Central Plant Board and Eastern Plant Board. In absence of any duly qualified member of the Executive Committee, an alternate member duly authorized by the appropriate Regional Board shall be entitled to serve for the absent member at the meeting of the Executive Committee. All members of the Executive Committee shall be individuals that represent official state and commonwealth plant regulatory agencies that are members of the National Plant Board.
- Section 8. **EXECUTIVE COMMITTEE PURPOSE:** The functions of the Executive Committee shall be to transact the official business of the National Plant Board.
- Section 9. **EXECUTIVE COMMITTEE PROCEDURE:** The meetings shall be governed by Roberts Rules of Order. Any matter submitted to a quorum of the Executive Committee by a Regional Board shall be considered as a part of the usual order of business by the Committee. The Committee shall meet on the call of the Chairman or on request of four members. A quorum shall consist of at least five members representing a majority of the Regional Boards. An appointment to be heard before an open meeting of the Executive Committee shall be governed by the same rules as those for the National Plant Board.

NATIONAL PLANT BOARD

ARTICLE II. EXECUTIVE COMMITTEE - CONT.

- Section 10. EXECUTIVE COMMITTEE OFFICERS: The officers of the Executive Committee shall consist of a Chairman, a Vice-Chairman, and a Secretary-Treasurer elected for a term of one year, or until their successors are elected and qualified. The officers of the National Plant Board and the Executive Committee shall be the same. In the case of a vacancy in the office of Secretary-Treasurer, the Chairman is authorized to appoint a Secretary-Treasurer pro tem. The Chairman is authorized to appoint such committees and other designees from the National Plant Board member representatives and the Executive Committee at any time as seems necessary to carry out the purpose of the organization. Appointed committees shall not be called into session unless a majority of the Executive Committee members approve such action.
- Section 11. LETTER BALLOT: The Executive Committee may transact business by letter ballot.

ARTICLE III. ADVISORY COUNCIL

- Section 12. ADVISORY COUNCIL PURPOSE AND MISSION: There shall be a National Plant Board Advisory Council with the purpose of acting as a liaison between the National and Regional Plant Boards and the appropriate agencies of the Federal Government, NASDA, and other appropriate organizations determined by the Board. The Council's mission shall be to contribute to the accomplishment of meaningful and biologically sound plant protection and quarantine programs, provide advice and recommendations on plant pest matters to the Board, and offer guidance to states experiencing plant pest problems.

NATIONAL PLANT BOARD

ARTICLE III. ADVISORY COUNCIL - CONT.

- Section 13. COUNCIL MEMBERSHIP: All members of the Advisory Council shall be individuals that represent official state (and commonwealth) plant regulatory agencies that are members of the National Plant Board. The Council shall be composed of the Chairman and the Vice-Chairman of the National Plant Board and two members, or their alternates, from each of the following regional organizations: Western Plant Board, Southern Plant Board, Central Plant Board and Eastern Plant Board. In the absence of any member of the Council selected by the Regional Boards, an alternate member duly authorized by the appropriate Regional Board shall be entitled to serve for the absent member at the Council meetings. The Chairman of the National Plant Board may designate alternates for either or both the Chairman and Vice-Chairman of the National Plant Board to serve for them at the Council meetings; such alternates shall be selected from the Executive Committee.
- Section 14. COUNCIL PROCEDURE: The Council shall meet one or more times a year at the call of the Chairman. A quorum shall consist of at least six members representing a majority of the Regional Boards. Minutes of Council meetings shall be sent promptly to all National Plant Board members.
- Section 15. COUNCIL OFFICERS: The Chairman of the National Plant Board shall be the Chairman of the Council. If the Chairman is unable to attend a meeting, the Vice-Chairman of the National Plant Board shall act as Chairman for that meeting. At any Council meeting where the Chairman and the Vice-Chairman of the National Plant Board are both unable to attend, the members in attendance shall elect one of their number to act as Chairman of the Council for that meeting.

NATIONAL PLANT BOARD

ARTICLE III. ADVISORY COUNCIL - CONT.

- Section 15. COUNCIL OFFICERS - CONT. At Each Council meeting, the Chairman or acting chairman shall designate a secretary to take minutes. The designated secretary need not be a member of the Council.

ARTICLE IV. FISCAL MATTERS

- Section 16. DEPOSITS AND EXPENDITURES: The Regional Boards shall pay dues of \$125.00 for each year for each National Plant Board member, and these funds shall be deposited by the Secretary-Treasurer subject to withdrawal by check when approved by the Chairman of the Board for routine expenses only, such as preparation of the minutes, rental of meeting room, telephone, telegrams, stationary, postage, and the like. Extraordinary expenses such as travel, subsistence, lodging and for personal needs, must be approved by a majority of the Executive Committee before such expenditures are made.

ARTICLE V. AMENDMENTS

- Section 17. AMENDMENTS TO THE CONSTITUTION: This constitution may be amended by a three-fourths vote of the Executive Committee. Proposals for amendments may be made by any Regional Board or by a majority of Executive Committee members. Final action cannot be taken until proposed amendments have been submitted to Regional Boards at least 60 days prior to their official meeting for their consideration and action.

NATIONAL PLANT BOARD

PRINCIPLES OF PLANT QUARANTINE

1. **DEFINITION.** A quarantine is a restriction, imposed by duly constituted authorities, whereby the production, movement or existence of plants, plant products, animals, animals products, or any other article or material, or the normal activity of persons, is brought under regulation, in order that the introduction or spread of a pest may be prevented or limited, or in order that a pest already introduced may be controlled or eradicated, thereby reducing or avoiding losses that would otherwise occur through damage done by the pest or through a continuing cost of control measures.
 - (1) The purpose of this paragraph is to clarify thought in the minds of the public, to indicate the scope of plant quarantines, and to set forth briefly the what and why of a quarantine.
2. **BASIS IN LOGIC.** Since the ends to be attained by a quarantine and the measures required by it could not be undertaken by private individuals or groups, involving as they do restrictions on areas, persons, or activities for the benefit of wider interests or the public at large, resort to regulation imposed by public authority is logical.
 - (2) The logical foundation for quarantine action is defined and attention is directed to the fact that private or group action cannot take the place of a regulation imposed by public authority.
3. **NECESSITY.** Establishment of a quarantine should rest on fundamental prerequisites, as follows: (1) the pest concerned must be of such nature as to offer actual or expected threat to substantial interests; (2) the proposed quarantine must represent a necessary or desirable measure for which no other substitute, involving less interference with normal activities, is available; (3) the objective of the quarantine, either for preventing introduction or for limiting spread, must be reasonable of expectation; (4) the economic gains expected must outweigh the cost of administration and the interference with normal activities.
 - (3) Four substantial prerequisites of quarantine action are set forth. It is believed that these four, as defined, are self-explanatory. Thus, if the pest concerned is not one which offers either actual or expected threat to substantial interests, it should not involve the machinery and restrictions of a quarantine. If some measure is available and presumably effective which is less costly or burdensome than a quarantine, that measure should be the one adopted. If the quarantine cannot be expected to accomplish anything its promulgation is questionable. If the economic gains from a quarantine are likely to be less than the cost of it,

including the economic losses that it occasions, it cannot be defended.

4. **LEGAL SANCTION.** A quarantine must derive from adequate law and authority and must operate within the provisions of such law.
 - (4) Promulgation of a quarantine which does not have behind it statutes or authority adequate to permit its enforcement is an invitation to annulment. Where such authority does not exist, it should be sought.
5. **VALIDITY.** A quarantine established for the purpose of attaining an objective other than that which it indicates or defines is open to serious criticism, even though the actual objective is itself desirable.
 - (5) The purpose of this paragraph is to point out the danger inherent in a quarantine which, though presumably intended for control of a pest or similar purposes, is actually based on another objective such as furtherance of trade.
6. **PUBLIC NOTICE.** If the circumstances will permit, public notice of a proposed quarantine should be given and those interested should be invited to contribute facts in their possession. But if the objective would be defeated by the delay required for such notice and discussion, duly-constituted authorities should assume responsibility for the decision to impose or withhold quarantine action.
 - (6) The principle is submitted that public notice of a proposed quarantine is desirable when possible, but on the other hand public notice should not be absolutely required, because occasion may arise when to delay until public notice can be given would mean defeat of a critically important objective.
7. **SCOPE.** The extent of restrictions imposed by a quarantine should be only such as are believed necessary to accomplish the desired end, but on the other hand the objective of a quarantine should not be jeopardized by omission of any necessary restriction.
 - (7) The Principle here involved is one of adequate measures to accomplish the necessary end, but along with this the exercise of care not to impose unnecessary restrictions.
8. **RELATION TO ERADICATION.** If a quarantine is imposed in order that eradication of a pest from a given area may be undertaken, the restrictions involved must properly be relatively extensive, because of the importance of the objective sought, and because the time through which the quarantine will operate may be expected to be relatively limited.
9. **RELATION TO RETARDING SPREAD.** If a quarantine is imposed for the purpose of limiting or retarding spread of a pest, but without expectation of eradication, the

restrictions imposed should be such as are in line with the objective of the quarantine and should recognize the fact that continuance of the pest in the area where it is established, or possibly its spread in time to new areas, is accepted.

- (8) and (9) An important distinction is set forth in these two paragraphs. It is submitted that a quarantine based on the hope of actual eradication of a threatening pest may properly involve more severe restrictions than those permissible in a quarantine which can hope only to retard spread. In the former case the objective to be gained is greater, the time through which the measure will prevail is presumably more limited, and the restrictions imposed may legitimately be more severe. In the latter case, the actual objective should be clearly understood and the measures adopted should be such as are allowable in view of the end sought.
10. **COOPERATIVE AUTHORITIES.** Since quarantines usually involve relations between public authorities, such as those of the government of one country with that of another, or of Federal and State governments, or of State government and local authorities, the cooperative relationship that is necessary to adequate enforcement should be clearly recognized and duly provided for.
- (10) The cooperative relationships which are nearly always involved in a quarantine should be recognized and should be provided for in the measures proposed.
11. **COOPERATION OF THE PUBLIC.** Because of the fact that the success of a quarantine requires that its restrictions be fully maintained, it is essential that all persons who are affected by it adhere to its requirements. In order that this and may be attained the administration of a quarantine should seek the intelligent cooperation of the public affected, rather than depend exclusively on police powers, the imposition of penalties, or resort to court action.
- (11) The fact is here pointed out that a successful quarantine means complete adherence to its provisions on the part of all concerned. Since usually very large numbers of the public are involved, cooperation of the public should be sought.
12. **CLARITY.** In order that a quarantine may be administered readily and consistently, it should be designed with care, should be phrased clearly, and should be made as simple as is consistent with legal requirements and the objectives to be attained.
- (12) Quarantines have a tendency toward complexity. Sometimes this is inevitable. To meet this difficulty, special effort should be made to phrase a quarantine order in the clearest and most logical language possible.
13. **INFORMATION SERVICE.** Since the persons affected by a quarantine may not reasonably be expected to possess full or accurate knowledge of the circumstances that

make it necessary, or the nature and importance of the aim sought, and since compliance with quarantine restrictions will be more complete if the objective and plans are understood, measures should be taken to set forth the conditions existing, the means to be employed, and the end to be attained, and these measures should be continued from time to time as the undertaking proceeds toward accomplishment.

- (13) The fact is recognized that any quarantine is likely to be criticized from time to time, and sometimes seriously so. Much criticism arises from an imperfect understanding of the objective of the quarantine and the necessity for its provisions. It is submitted, therefore, that constant and consistent effort should be made to keep the public advised as to the actual objectives of a given measure and the reasons why it imposes the restrictions that it involves.
- 14. **RESEARCH.** If an emergency requires the establishment of a quarantine before satisfactory biological data are available, provision should be made as soon as possible for extending the fund of biological knowledge. The authority that exercises the right to establish a quarantine should command or secure the means for biological research, both in order that the quarantine may be made more efficient, and in order that the restrictions may be lessened where possible. The need for research, however, should not be permitted to delay the establishment of a quarantine believed by authorities to be desirable, thereby jeopardizing the objective that might otherwise have been attained.
 - (14) The purpose of this paragraph is to recognize, on the one hand, the fact that very often a quarantine must be set up before even reasonably complete knowledge of the pest concerned is available; and, on the other hand, the fact that study of the pest, and of many other phases of the matter, should go on, in order that wise improvements may be possible. These improvements may consist of additional necessary restrictions not appreciated at the start, or they may include relaxation of certain restrictions not found necessary.
- 15. **MODIFICATIONS.** As conditions change, or as further facts become available, a quarantine should promptly be modified, either by inclusion of restrictions necessary to its success or by removal of requirements found not to be necessary. The obligation to modify a quarantine as conditions develop is a continuing obligation and should have continuing attention.
- 16. **REPEAL.** If a quarantine has attained its objective, or if the progress of events has clearly proved that the desired end is not possible of attainment by the restrictions adopted, the measure should be promptly reconsidered, either with a view of repeal or with intent of substituting other measures.
 - (15) and (16) Just as there should be readiness to take prompt action in imposing restrictions, so also there should be readiness to take equally prompt action in relaxing them or repealing them, when the progress of events indicates

such changes to be proper and safe.

17. NOTICES TO PARTIES AT INTEREST. Upon establishment of a quarantine, and upon institution of modifications or repeal, notices should be sent to the principal parties at interest, especially to Federal and State authorities and to organizations representing the public involved in the restrictive measures.

(17) This is essentially a matter of helpful practice, based on the fact that various parties, including quarantine officers of other jurisdictions, should know promptly of any changes in the quarantine structure.

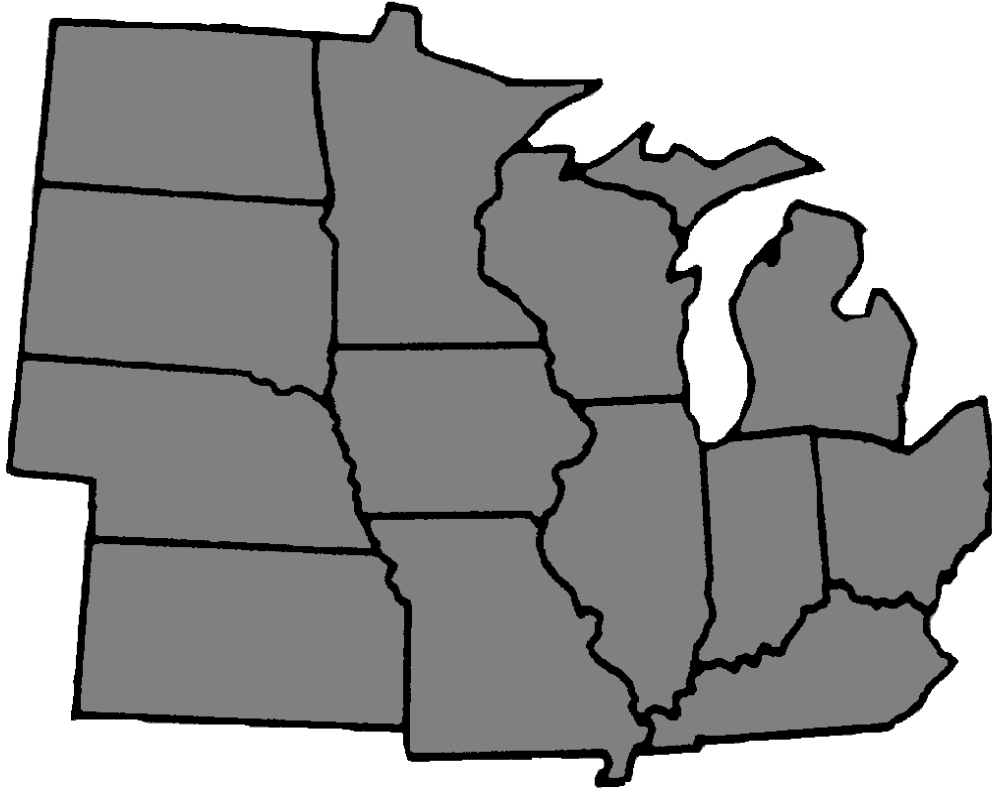
18. BOUNDARIES. In defining the boundaries of a quarantined area, it is usually desirable to utilize state, county or township lines. However, if a suitable natural feature such as a mountain range or a large river more satisfactorily defines the actual area, such natural features should be utilized in a description of a quarantined area.

(18) In some instances where it appears that the use of natural boundaries is more convenient and works less hardship on commerce and at the same time adequately marks the boundary of a quarantined area it seems advisable to use such boundaries.

(Principles #1 through #17 adopted July 25, 1931; Principle #18 added in 1936.

NOTE: This document was re-evaluated by the National Plant Board and by all Regional Plant Boards, during the years 1984 and 1985, to determine whether it was still applicable. At the 59th annual meeting of the National Plant Board in Orlando, Florida, August 22, 1985, the NPB Executive Committee determined this document continued to be applicable and without need of revision at that time.) (Note added for clarification-3/90, C.E. Carlson, Sec.-Treas., NPB).

CENTRAL PLANT BOARD



Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan

Minnesota
Missouri
Nebraska
North Dakota
Ohio
South Dakota
Wisconsin

1996-1997

CENTRAL PLANT BOARD OFFICERS & REPRESENTATIVES

President	Robert Waltz, Indiana
Vice-President	Ken Rauscher, Michigan
Secretary/Treasurer	Esther Chapman, Wisconsin
National Plant Board Delegate	Steve Johnson, Nebraska
National Plant Board Delegate	Art Mason, Minnesota
National Plant Board Council	Ken Rauscher, Michigan
National Plant Board Council	Stan Smith, Illinois
Interstate Pest Control Compact Representative	Stan Smith, Illinois
Interstate Pest Control Compact Representative	Ken Roach, Ohio

CENTRAL PLANT BOARD CONSTITUTION

- ARTICLE I. The name of this organization shall be "Central Plant Board".
- ARTICLE II. The purpose of this organization shall be to promote better understanding, uniformity and efficiency in the enactment and administration of laws and other instruments of regulatory authority, designed to advance and protect agriculture, horticulture, and forestry on state, national, and international levels.
- ARTICLE III. The members of this organization shall be the chief regulatory plant pest control officer of the member states.
- Section 1. The member states shall be Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
- Section 2. In the transaction of Central Plant Board official business, each state shall be entitled to one vote which is to be cast by the chief plant pest control officer or his authorized representative from his own state.
- Section 3. A quorum shall consist of a number of members representing a majority of the member states.
- Section 4. All meetings of the Central Plant Board shall be conducted in accordance with the Roberts "Rules of Order".
- ARTICLE IV. The officers shall consist of president, vice-president, and Secretary-Treasurer.
- ARTICLE V. Activities of the Board shall be supported by a contribution by the member states.
- Section 1. The annual dues for membership and reports of the Central Plant Board shall be determined annually by the Board in accordance with expense needs.

ARTICLE VI. The constitution may be amended at any regular meeting by a three-fourths vote of those present providing those present constitute a quorum.

(As amended at the 52nd Annual Meeting of the Central Plant Board, Chicago, Illinois, February 17-19, 1976)

CENTRAL PLANT BOARD BY-LAWS

- ARTICLE I. The duties of the officers shall be those usually assigned to such officers.
- ARTICLE II. The executive committee shall consist of the officers, together with the two members of the National Plant Board Executive Committee from the Central Plant Board and its representatives to the National Plant Board Advisory Council. A member of the National Plant Board Executive Committee shall be eligible for reelection.
- ARTICLE III. The officers shall be elected at each annual meeting for the ensuing year. Each member of the National Plant Board Executive Committee shall be elected for a three-year term.
- ARTICLE IV. The duties of the executive committee shall be to consider and to act upon matters pertinent to the interest of the Central Plant Board, which arise between regular Central Plant Board meetings, and accordingly to advise the members thereon.
- ARTICLE V. The president shall appoint members to fill vacancies on standing committees and may appoint special temporary committees to investigate and make recommendations on specific problems. When occasion demands, the president shall name an alternate to serve as Central Plant Board representative to the National Plant Board Executive Committee.
- ARTICLE VI. A sum of money, in accordance to needs and within the limits of available funds, shall be appropriated annually to the National Plant Board by and at the discretion of the Central Plant Board. The money paid into the Treasury of the Central Plant Board shall be available for paying any ordinary expenses of the Central Plant Board, including paying part or all of the expenses of the Board's member, or members, of the National Plant Board Executive Committee to the annual meeting, or to special meetings, of the National Plant Board insofar as funds will permit. Extraordinary expenses, such as travel, subsistence, lodging, and for personal needs, must be approved by a majority of the executive committee before such expenditures are made.
- ARTICLE VII. The time and place of the annual meeting shall be determined by the executive committee. It shall be the general policy of the Board to hold its annual meetings the third full week of February.
- ARTICLE VIII. Delegates elected to the National Plant Board Executive Committee shall take office immediately after such election.

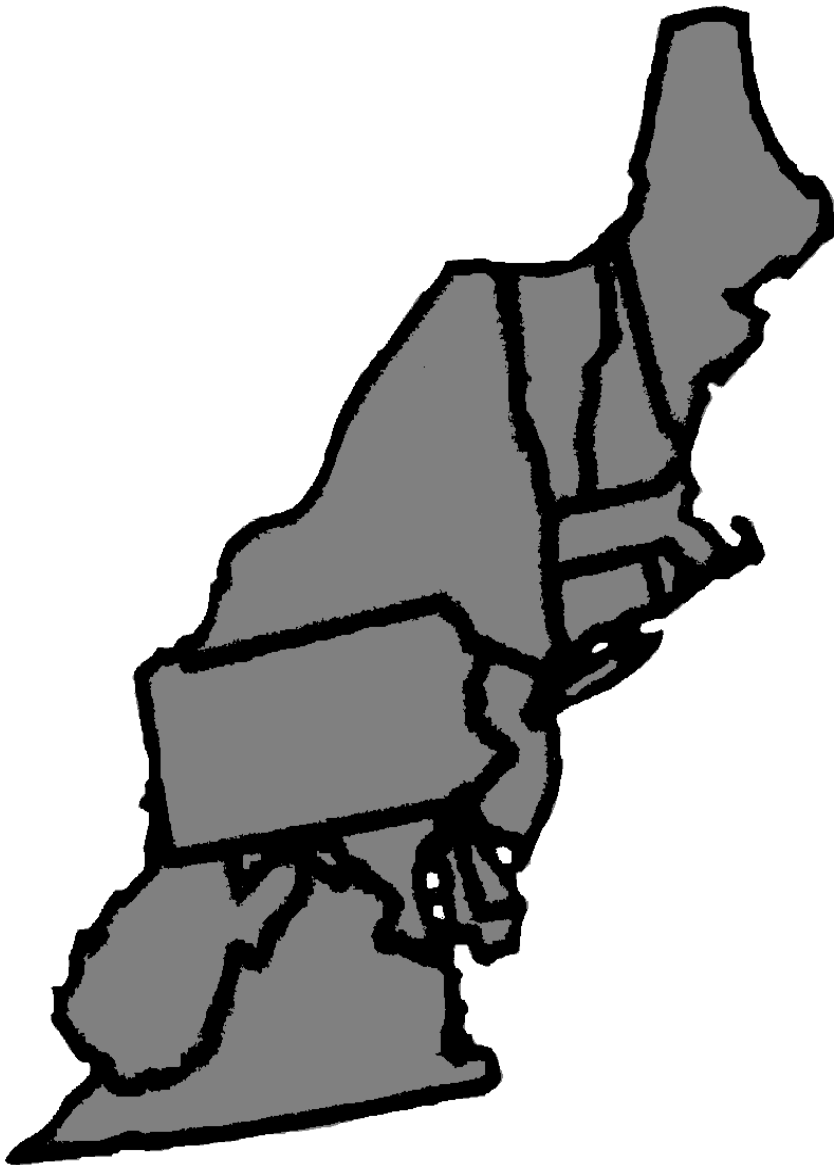
ARTICLE IX. The by-laws may be amended at any regular meeting by a three-fourths vote of those present, providing those present constitute a quorum.

(As amended at the 52nd Annual Meeting of the Central Plant Board, Chicago, Illinois, February 17-19, 1976.)

(As amended at the 53rd Annual Meeting of the Central Plant Board, Winnipeg, Manitoba, Canada, February 21-24, 1977.)

(As amended and revised at the 61st Annual Meeting of the Central Plant Board, St. Louis, Missouri, February 19-21, 1985.)

EASTERN PLANT BOARD



Connecticut
Delaware
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont
Virginia
West Virginia

1996-1997

EASTERN PLANT BOARD OFFICERS & REPRESENTATIVES

Chairman	Bill Gimpel, Maryland
Vice-Chairman	Bob Mungari, New York
Secretary/Treasurer	Ann Gibbs, Maine
National Plant Board Delegate	Bill Gimpel, Maryland
National Plant Board Delegate	Bob Balaam, New Jersey
National Plant Board Council	Phil Eggborn, Virginia
National Plant Board Council	Bill Gimpel, Maryland
National Plant Board Council (Alternate)	Carol Lemmon, Connecticut
Interstate Pest Control Compact Representative	Siegfried Thewke, New Hampshire
Interstate Pest Control Compact Representative	Scott Pfister, Vermont

EASTERN PLANT BOARD

CONSTITUTION

(Revised - 4/28/66)

- Article I The name of this organization shall be the Eastern Plant Board.
- Article II The business of this organization shall be the promotion of the efficiency of plant pest control, with the due regard to the agricultural, industrial and urban business interests of the territory covered by its operation.
- Article III This board shall consist of not more than three representatives from each State. These representatives shall be selected by the proper authorities from officials connected with plant protection duties and at least one representative shall be a technically trained man. Each State shall have a total of one vote, which may be exercised either in person or by formal proxy or by letter ballot.
- Article IV The officers of this board shall be a President, a President-Elect, and a Secretary-Treasurer, elected by a majority vote of the board. The President-Elect shall be elected annually, and will succeed to the Presidency. The Secretary-Treasurer shall be elected tri-annually.
- Article V There shall be an executive committee consisting of five members, including the President and the Secretary-Treasurer and three members elected annually by a majority vote of the Board. The President-Elect shall serve as an ex-officio member. Of the three members elected annually, no State shall have more than one representative. One of the members other than the president or Secretary-Treasurer shall be from the State hosting the succeeding annual meeting. The President shall be the Chairman of the Executive Committee.
- Article VI One regular meeting of the Board shall be held each year, at a time and place determined by the Executive Committee and announced at least two months in advance. Additional meetings for stated purposes may be called by the Executive Committee and must be called on the request of three or more States. The Board may transact business by letter ballot.
- Article VII The Executive Committee shall meet on call of the Chairman and for stated purposes. A meeting of the Executive Committee must be called on request of two members of the Committee.
- Article VIII Representatives of a majority of the States composing the Board shall constitute a

quorum. This representation may be in person or by formal proxy.

Article IX Three members of the Executive Committee constitute a quorum. The assent of three members shall be necessary to any action by the Committee. A member may vote by letter. The Executive Committee may transact business by letter ballot.

Article X The outgoing President shall serve as one delegate to the National Plant Board. A second delegate to the National Plant Board and a representative to the National Advisory Council shall be elected annually by majority vote of the Board.

Article XI This constitution may be amended at any time by unanimous consent of the Board and without previous notice, or at any meeting by a majority vote of the Board, provided notice of the proposed change has been filed with the members two months before such meeting.

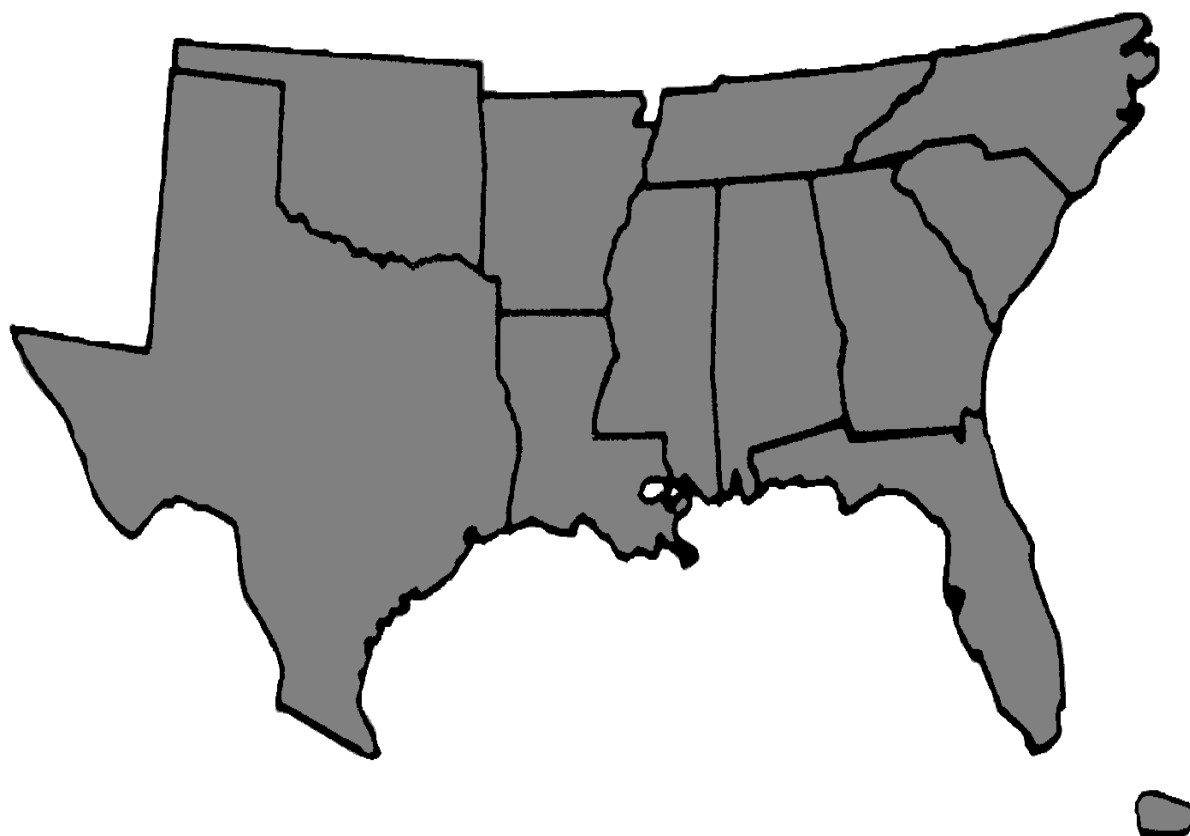
EASTERN PLANT BOARD

BY-LAWS

(Revised - 4/28/66)

- I The following States shall be entitled to membership in the Board: Virginia, West Virginia, Maryland, Delaware, Pennsylvania, New Jersey, New York, Rhode Island, Massachusetts, New Hampshire, Connecticut, Vermont and Maine. The dues of each State shall be \$75.00 per year, payable on January 1. The funds so collected shall be used for necessary expense incident to the activities of the Board, but the membership of a State shall not be contingent on the payment of such dues.
- II The function of the Executive Committee shall be to transact routine business between meetings of the Board, to carry out the instructions and policies of the Board, and to take action in emergency until such time as the Board may act.
- III Any vacancy among the National Plant Board of National Advisory Council delegates or members of the Executive Committee shall be filled by the Executive Committee until the next annual meeting of the Board.
- IV It shall be the policy of the Board to invite into conference parties of interest in consideration of matters coming before it for discussion or action.
- V Other Regional Boards within the United States, or similar organizations within the Dominion of Canada or elsewhere shall be invited to designate representatives who may sit in conference with the Board in consideration of matters of Common interest.
- VI Disbursements shall be made by the Secretary-Treasurer on properly executed vouchers.
- VII These by-laws may be amended at any time by majority vote of the Board.

SOUTHERN PLANT BOARD



Alabama

Florida

Louisiana

North Carolina

Puerto Rico

Tennessee

Arkansas

Georgia

Mississippi

Oklahoma

South Carolina

Texas

1996-1997

SOUTHERN PLANT BOARD OFFICERS & REPRESENTATIVES

Chairman	Tom Kowalski, Georgia
Vice-Chairman	Bill Dickerson, North Carolina
Secretary/Treasurer	Ken Glenn, South Carolina
National Plant Board Delegate	Howard Singletary, North Carolina
National Plant Board Delegate	Ed Dyess, Mississippi
National Plant Board Council	Don Alexander, Arkansas
National Plant Board Council	Connie Riherd, Florida
Interstate Pest Control Compact Representative	Boyd Barker, Tennessee
Interstate Pest Control Compact Representative	Bill Dickerson, North Carolina

SOUTHERN PLANT BOARD

CONSTITUTION

Article I

- Section 1. **NAME:** This organization shall be known as the Southern Plant Board.
- Section 2. **MEMBERS:** This Board shall be composed of the chief regulatory plant pest control officer, or his designee, of the following states and/or commonwealths:

Alabama	North Carolina
Arkansas	Oklahoma
Florida	Puerto Rico
Georgia	South Carolina
Louisiana	Tennessee
Mississippi	Texas

Article II

- Section 1. **PURPOSE:** The purpose of this organization shall be to promote better understanding and efficiency in the administration of laws and other written instruments of regulatory authority between states to protect the agricultural and horticultural industries on state, national or international levels.

Article III

- Section 1. **VOTING:** In the transaction of Southern Plant Board official business, each member state or commonwealth shall be entitled to one vote which is to be cast by the chief plant pest control regulatory official, or his authorized representative from his own state or commonwealth.
- Section 2. **QUORUM:** A quorum shall consist of a number of members representing a majority of the member states.
- Section 3. **CONDUCT OF MEETINGS:** All meetings of the Southern Plant Board shall

be conducted in accordance with Robert's "Rules of Order" except when there is conflict with this constitution and bylaws, in which case the constitution and bylaws shall prevail.

Article IV

- Section 1. **OFFICERS:** The officers of this organization shall consist of a chairman, vice-chairman, and secretary-treasurer, to be elected annually. Officers are eligible for re-election.
- Section 2. **NATIONAL PLANT BOARD REPRESENTATIVES:** All Southern Plant Board members in good standing are eligible for membership with the National Plant Board. There shall be elected two delegates to represent the Southern Plant Board on the National Plant Board Executive Committee and on the National Plant Board Advisory Council. The National Plant Board Executive Committee delegates shall be elected on alternate years and shall serve a term of two years. The National Plant Board Advisory Council delegates shall be elected each year and shall serve for a term of one year. In the event a duly elected delegate to either the Executive Committee or Advisory Council cannot attend a scheduled meeting, then the chairman of the Southern Plant Board or his designee shall attend as an alternate. All delegates are eligible for re-election.
- Section 3. **EXECUTIVE COMMITTEE:** The executive committee of this organization shall consist of the officers and the National Plant Board Executive Committee representatives.

Article V

- Section 1. **AMENDMENTS:** The constitution may be amended at any meeting by a three-fourths vote of the states represented, provided those present constitute a quorum and providing the proposed amendment or amendments have been submitted to each member thirty (30) days before the meeting.

SOUTHERN PLANT BOARD

BYLAWS

- Article I. The duties of the officers shall be such as are ordinarily performed by such officers in similar organizations.
- Article II. The officers and representatives of this Board shall be elected by written ballot.
- Article III. The executive committee shall function in all matters for the Board in the interim between meetings. Action of the executive committee shall be communicated to all members of the Board.
- Article IV. The Chairman shall appoint members to such committees as deemed necessary to conduct the business of the Board.
- Article V. A sum of money as determined by the Board shall be paid by the members to the Board to finance its operations. The Board, at its discretion shall appropriate to the National Plant Board a sum of money to finance its operation in accordance with the needs and available funds. Money paid by member states to the treasury of the Southern Plant Board shall be available for paying ordinary expenses of the Board, including the payment of part or all of the expenses of the Board's delegates to the annual National Plant Board Meeting, or to special meetings of the National Plant Board, in so far as funds will permit.
- Article VI. The time and place of the annual meeting shall be determined by the executive committee.
- Article VII. Special meetings of the Board shall be called at the discretion of the executive committee or upon the petition of four (4) or more member states.
- Article VIII. An executive session of the Board shall be called by the Chairman at the request of any member of the Board with the approval of the majority of the Board Members present. Members may have their agency associates attend executive sessions. Nonmembers may appear before the Board upon majority vote of the membership present.
- Article IX. The bylaws may be amended at any meeting by a three-fourths vote of those present, providing those present constitute a quorum.
1. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 2-4, 1975.
 2. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 18-21, 1983.

WESTERN PLANT BOARD



Alaska
Arizona
California
Colorado
Hawaii
Idaho
Montana
Nevada
New Mexico
Oregon
Utah
Washington
Wyoming
British Colombia
Mexico

1996-1997

WESTERN PLANT BOARD OFFICERS & REPRESENTATIVES

Chairman	Steve Baril, Montana
Vice-Chairman	Lyle Wong, Hawaii
Secretary	Greg Watson, New Mexico
Treasurer	Diane Dolstad, Washington
National Plant Board Delegate	Ken Boyd, Arizona
National Plant Board Delegate	Bob Gronowski, Nevada
National Plant Board Council	Isi Siddiqui, California
National Plant Board Council	Roger Vega, Idaho
National Plant Board Council (Alternate)	Dan Hilburn, Oregon
Interstate Pest Control Compact Representative	G. Richard Wilson, Utah
Interstate Pest Control Compact Representative	Ken Boyd, Arizona
Interstate Pest Control Compact Representative (Alternate)	Dan Hilburn, Oregon

WESTERN PLANT BOARD¹ CONSTITUTION AND BY-LAWS

We, the plant quarantine officials of the Western States of Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, the Territory of Hawaii, District of Lower California, the Province of British Columbia here assembled in the First Western Plant Quarantine Conference at Riverside, California, May 26 to 31, 1919, for the purpose of discussing quarantine questions pertaining to promulgating and enforcing our various regulations, believing that uniformity of action is conducive to better results in our work, deem it advisable to form an organization for our mutual cooperation and understanding. For this purpose we hereby adopt the following Constitution and By-laws:

CONSTITUTION

ARTICLE I

- Section 1. NAME: This organization shall be known as the Western Plant Board
- Section 2. MEMBERS: This Board shall be composed of the Plant Quarantine or Inspection Officers from each of the following states, territories, provinces and districts:
- | | |
|---------------------|--------------------------------------|
| Alaska ² | New Mexico |
| Arizona | Oregon |
| California | Utah |
| Colorado | Washington |
| Hawaii | Wyoming |
| Idaho | Republic of Mexico ³ |
| Montana | Province of British Columbia, Canada |
| Nevada | |

ARTICLE II

- Section 1. PURPOSE: It shall be the purpose of this organization to secure a greater mutual understanding, closer cooperation and uniformity of action for the efficient protection of our plant industries against plant pests.

ARTICLE III

- Section 1. VOTING: Each State or comparable political subdivision holding membership in this organization shall be entitled to one vote.

ARTICLE IV

- Section 1. OFFICERS: The officers of this organization shall consist of a chairman, a vice-chairman and a secretary-treasurer to be elected annually.
- Section 2. REPRESENTATIVES: There shall be elected two members each to represent this organization on the National Plant Board Executive Committee and on the National Plant Board Advisory Council. The National Plant Board Executive Committee members shall be elected alternate years and shall serve for a term of two years. The National Plant Board Advisory Council members shall be elected each year and shall serve for a term of one year. In the event a duly elected representative to the National Plant Board Executive Committee cannot attend a National Plant Board Meeting or a duly elected representative to the National Plant Board Advisory Council cannot attend an Advisory Council Meeting, the Western Plant Board Executive Committee shall appoint an alternate.⁴
- Section 3. EXECUTIVE COMMITTEE: The executive Committee of the Western Plant Board shall consist of the officers and the two representatives to the National Plant Board Executive Committee and it shall function in all matters for the Board in the interim between the meetings.

ARTICLE V

- Section 1. AMENDMENTS: The Constitution may be amended at any regular meeting by a three-fourths vote of the states represented, or at any special meeting, provided that the proposed amendments have been submitted to each member thirty days before the meeting.

-
1. Name Changed from Western Plant Quarantine Board to Western Plant Board, 1940.
 2. Alaska added to membership June 10, 1948.
 3. Membership changed from District of Lower California to Republic of Mexico, June 19, 1934.
 4. National Plant Board Executive Committee and National Plant Board Advisory Council relationships to Western Plant Board included, April 30, 1981.

WESTERN PLANT BOARD

BY-LAWS

1. When convened, this Board shall be governed by Robert's Rules of Order.
2. Officers of this Board shall be elected by ballot.
3. The duties of the officers of this Board shall be such as are ordinarily performed by such officers in similar organizations.
4. The regular meeting of this Board shall be held during the period of April 1 to May 15 at such time and place as designated by the Executive Committee. (As amended June 1962).
5. Special meetings shall be called at the discretion of the Executive Committee or upon petition of four or more of the member states.
6. The By-laws may be amended at any regular meeting by a three-fourths vote of the states represented, or at any special meeting, provided the amendment or amendments have been submitted to each member thirty days before the meeting.

DUTIES OF THE CHAIRMAN OF THE NATIONAL PLANT BOARD

1. Preside over meetings of the National Plant Board (NPB), the National Plant Board Council (NPBC), and the National Plant Board Executive Committee (NPBEC).
2. Conduct the duties as are mandated by the NPB Constitution and delegated by NPBEC for the Chairman.
3. Plan with the Vice-Chairman and the Local Arrangements Chairman, the program and other activities for the annual meeting of the NPB. Mutual agreement on the meeting duties of each of the three should be the initial item in this program planning.
4. Work with the PPQ Deputy Administrator or designee to develop the NPBC agenda approximately one month before the meeting.
5. Call special meetings of the NPBC and NPBEC.
6. Conduct telephone or mail ballots on items of business being considered by the NPBEC.
7. Prepare and give testimony as a representative of the NPB on plant quarantine and other plant regulatory matters before appropriate congressional committees. This testimony may be oral, written or both.
8. Attend or appoint an alternate to attend the National Association of State Departments of Agriculture (NASDA) annual Fall meeting to assist in the deliberations of the NASDA Plant Industry Committee. Participate in other NASDA functions and/or deliberations related to NPB functions.
9. Attend, when possible, the annual meeting of the regional plant boards.
10. Attend or appoint a NPB delegate to attend the annual meeting of the North American Plant Protection Organization (NAPPO).
11. Secure annually, recommendations from the regional plant boards for nominees for Entomological Society of America and NASDA awards and make final selection of nominees from the NPB. Send award guidelines to each regional board's annual meeting. See awards section for additional duties of the chairman.

CHAIRMAN DUTIES

Page 2

12. Appoint other committees and sub-committees of NPB, NPBC, and NPBEC as are necessary to carry out the business and activities of these three organizations and call these committees into session after securing the approval of the Executive Committee. Make sure that NPB members receive a current list of committee members or representatives.
13. Contact State Directors, Commissioners, or Secretaries of Agriculture prior to the NPB annual meeting urging them to send their state representative.
14. Contact or see that contacts are made with commercial companies (that assist with or contribute to the annual NPB meeting) advising them of the date and location of the annual meeting and request their support.

Revised 10/96

DUTIES OF THE VICE-CHAIRMAN OF THE NATIONAL PLANT BOARD

1. Act as the Chairman of the National Plant Board in the absence of the Chairman.
2. Serve on the National Plant Board Executive Committee (NPBEC).
3. Serve as the Secretary for the National Plant Board Council (NPBC). Send a summary of the NPBC meetings to each member of the NPB, with a memo indicating that NPB members should contact their regional board council member for additional information.
4. Serve as Chairman of the Program Committee for the annual meeting of the NPB, with a time schedule for program development being June of each year. Serve as Chairman of the Resolutions Committee for the annual meeting of the NPB.
5. Consult with the Local Arrangements Chairman for the next NPB meeting to determine responsibilities for that meeting. Usually, the host state is responsible for contacts with the local hotel or other meeting sites, housing accommodations, arrangements for local speakers, arrangements for a banquet and any other evening entertainment, arrangements for one afternoon field trip for everyone and arrangements for a separate Guests program. The printing of the final program may be the responsibility of the Local Arrangements Chairman or the Secretary-Treasurer, and an early agreement should be reached on this item. The Local Arrangements Chairman may, by separate mailing, contact the NPB membership concerning place of meeting, hotel accommodations, possible travel arrangements, etc; however, this may be included in a mailing by the Vice-Chairman.
6. Report as necessary on resolutions passed at previous National Plant Board meeting.
7. Conduct other duties as assigned by the Chairman or the Executive Committee.
8. Represent the NPB at USDA, PPQ management team meetings and send meeting summaries to the Chairman.

Revised 10/96

DUTIES OF THE SECRETARY-TREASURER OF THE NATIONAL PLANT BOARD

1. Establish a Commercial Checking Account in a local bank with the balance of the National Plant Board funds received from the previous Secretary-Treasurer. Arrange for the Chairman and/or the Vice-Chairman to also be able to write checks on the account.
2. Shortly after the first of the year, send a letter to each of the Secretary-Treasurers of the Regional Plant Boards requesting payment of dues. Dues are figured on the basis of \$150.00 for each United States or Commonwealth member in good standing in the Regional Boards.
3. Request from each Regional Plant board's Secretary-Treasurer copies of the resolutions passed, and a list of new officers elected at their regional meetings.
4. Send to the Local Arrangements Chairman for the next NPB meeting, a copy of the attendance record for previous meetings, and a copy of the mailing list.
5. About two months prior to the NPB meeting, check with the Vice-Chairman and Local Arrangements Chairman as to whom will be responsible for the mailing of the announcement of the meeting to all NPB members and other interested parties. This should include a preliminary draft of the meeting agenda and, possibly, housing and travel information. A mailing list should be maintained for this and other reasons.
6. Prior to the NPB meeting, inform the Executive Committee of any pre-convention meeting of the Committee that may have been called by the Chairman and send the committee members copies of the Regional Plant Board resolutions, and any other information that may prepare them for the meeting.
7. Prepare and present to the NPB at their annual meeting, a Secretary-Treasurer's report, including a complete accounting of the funds handled during the previous year. Fiscal records should be made available to the auditing committee at the time of the annual meeting.
8. Record the minutes of any pre-convention Executive Committee meeting and of the annual NPB meeting and any other meetings at the direction of the Chairman.
9. Immediately after the annual meeting, send copies of the resolutions passed at the meeting to all NPB members, and to persons or organizations indicated in the resolutions.

SECRETARY-TREASURER DUTIES

Page 2

10. Immediately after the annual meeting, re-write the resolutions designated to be sent to NASDA for possible action in the form acceptable to NASDA and send copies of the rewritten resolutions to the Executive Vice President and CEO of NASDA. (Note: the time is SHORT on this).
11. Prepare the minutes of any pre-convention Executive Committee meeting and send copies to all Executive Committee members.
12. Prepare a brief summary of the annual meeting and send it, along with a list of the new officers and the location and time of the next meetings, to the Executive Director of the Entomological Society of America.
13. Prepare, sign and have countersigned by the Chairman, any "Testimonials of Appreciation" or "Testimonials of Recognition", that may have been authorized by the Executive Committee. Send these, with appropriate letters, to the honored person or persons.
14. Prepare a list of all Regional and National Plant Board Officers and send copies to all National Plant Board members.
15. Prepare the minutes of the annual NPB meeting and send copies to all National Plant Board members, and other participants and interested parties. (Note: these are the Proceedings).
16. Handle the fiscal transactions of the National Plant Board.
17. Conduct correspondence, records management (see detailed instructions), and other miscellaneous duties required of the Secretary-Treasurer.
18. Turn the NPB files and the balance of the NPB funds over to the new Secretary-Treasurer after the minutes of the meeting in which the new Secretary-Treasurer was elected have been prepared and distributed.

SECRETARY-TREASURER DUTIES

Page 3

DETAILED INSTRUCTIONS FOR RECORDS MANAGEMENT (from duty #17)

By no later than the end of each calendar year, the Secretary-Treasurer will:

1. Collect from all other Executive Committee members, all official records for the NPB that remain in their respective possessions from six (6) years earlier and years previous, (i.e., by the end of 1989, collect all records for the years 1984 and previous).
2. Review and sort all such collected records, including those in the Secretary-Treasurer file.
 - A. Remove and destroy duplicates that are clearly NOT needed.
 - B. Extract any records with current retention value, and place them - so marked for retention - in the current file.
3. Assemble the 'reviewed/sorted' previous year records in order, so they will be ready for transfer to the Archives*.
 - A. Separate correspondence, from financial, from Proceedings.
 - B. Arrange each of the three record groups chronologically by category and by year.

Before leaving the position of Secretary-Treasurer, pack and ship the records from six (6) years previous, (via parcel delivery - UPS, etc.) to:

Kansas State Historical Society
120 S. W. Tenth Street
Topeka, KS 66612
(PH: 913-561-3251)

IMPORTANT: EACH SHIPMENT IS TO BE DOCUMENTED BY A TRANSMITTAL LETTER IDENTIFYING THE RECORDS TRANSMITTED. A COPY OF THAT LETTER IS TO BE HELD IN THE SEC.-TREAS. FILE AS A PERMANENT RECORD.

* (Informational note: At the 1987 annual meeting in Jackson, Wyoming, the National Plant Board voted unanimously to donate its records to the Kansas State Historical Society for archiving there.)
(Revised and corrected 10/96)

SECRETARY-TREASURER DUTIES

Page 4

EXAMPLE OF FORMAT FOR TRANSMITTAL LETTER TO TRANSFER NPB RECORDS TO ARCHIVES. (Should be on NPB letterhead stationery.)

Kansas State Historical Society
120 S. W. Tenth Street
Topeka, KS 66612

Attn: Mr Darrell Garwood

Dear Mr. Garwood,

This letter documents the transfer of National Plant Board records for the years _____ to your agency for the purpose of adding them to the permanent archives of this organization.

Sincerely,

Secretary-Treasurer, National Plant Board

cc: Permanent file/Sec.-Treas., NPB

DUTIES OF THE LOCAL ARRANGEMENTS CHAIRMAN OF THE NATIONAL PLANT BOARD

1. Consult with the Vice-Chairman to determine responsibilities of each for the next NPB meeting.
2. Obtain from the Secretary-Treasurer a summary of attendance data for past meetings and an address list.
3. Make arrangements for lodging of meeting participants with the hotel, motel or other place where the meeting is to be held. USDA and other federal personnel often are limited to per diem rates when traveling out-of-state. Some consideration should be given to special rates for government participants. (If possible.) Several rooms from the block of rooms reserved for the meeting should be set aside for invited speakers. They often cannot make reservations as early as routine participants.
4. Determine travel schedules of common carriers for meeting dates.
5. Determine if a registration fee for the meeting will be needed and how much.
6. Notify members concerning travel, housing and registration fee arrangements about two months before the meeting; this may be by separate mailing or in conjunction with the meeting announcement sent by the Vice Chairman (see #1). Be sure to mail meeting accommodation information to program participants as soon as they are identified.
7. Make arrangements for meeting rooms for the main meeting and for any committee or council meetings requested by the Chairman.
8. Obtain and introduce at the meeting a speaker (usually the local Director, Commissioner or Secretary of Agriculture) to greet members at the start of the meeting.
9. Arrange for a banquet including place, menu, master of ceremonies and entertainment.
10. Arrange for any other evening entertainment, luncheons, breakfasts and coffee breaks that may be desired.
11. Arrange for an afternoon field trip for participants and families. If a fishing trip or similar pre-meeting activity is planned, a large supply of food (sandwiches, chips, etc.) and extra large supply for beverages (as many as 4 per participant) should be provided.

LOCAL ARRANGEMENTS CHAIRMAN DUTIES

Page 2

12. Arrange for a separate guests program that could include a hospitality room, special programs and one or more field trips during the period the Board is in session.
13. Supply local program data to the Vice-Chairman so that person can have the program printed or obtain agenda program data from the Vice-Chairman so you can have the program printed (the program printing assignment should have been determined under #1).
14. Maintain a registration desk the afternoon of the day before the meeting starts and the morning of the first day of the meeting to obtain registration fees and data and sign ups for special events.
15. Obtain during the meeting and give to the Secretary-Treasurer after the meeting the following:
 1. a list of all meeting participants and others that accompanied them to the meeting,
 2. the amount of registration fee charged,
 3. the number of hospitality rooms supplied for guests,
 4. the number of committee rooms used,
 5. the number of people attending special luncheons or breakfasts,
 6. the number of people attending banquet, and
 7. the number of men, women and children registered for the meeting.
16. Give announcements concerning local activities and conditions at designated times throughout the meeting.
17. Conduct other duties as local and current conditions demand.

Revised 10/96

NATIONAL PLANT BOARD

TRAVEL REIMBURSEMENT POLICY

From time to time it is advantageous to invite special speakers to the National Plant Board (NPB) annual meetings in order to properly address certain topics. Occasionally it might be necessary that the NPB reimburse these invited special speakers for expenses incurred. Also, other situations may arise when individuals may be reimbursed for travel costs incurred by the NPB. The following shall be guidelines for reimbursement of such expenses:

- I. If the speaker would not normally be eligible for reimbursement from the agency or organization which he or she represents.
- II. If the speaker's expenses cannot be covered by funds provided by another agency or organization.
- III. The NPB budget must be in such condition that reimbursement can be provided without jeopardizing normal cash flow.
- IV. Reimbursement for expenses must be approved by the NPB Executive Committee prior to the finalization of the agenda.
- V. Receipts for expenses incurred should include air travel receipts, motel receipts, and any other receipt for individual expenses over \$20.00. Meals, taxi, etc. need not be documented with receipts when under \$20.00.
- VI. All documentation for reimbursement should be sent directly to the NPB Secretary-Treasurer as soon as possible after the annual meeting.
- VII. Travel expenses for the NPB Chairman may be paid by the NPB when the Chairman's state cannot or will not cover expenses. Such reimbursement shall comply with paragraphs III, V and VI above.
- VIII. Travel expenses for NPB members who travel at the request of or in lieu of the NPB Chairman shall be paid by the NPB when the members's state cannot or will not cover expenses. Such reimbursement shall comply with paragraphs III, V, and VI above.

National Plant Board Meeting
August 21, 1995
Kalispell, Montana

NATIONAL PLANT BOARD

NOMINEES FOR AWARDS POLICY

Each year each regional plant board may nominate a National Plant Board (NPB) member for the National Association of State Departments of Agriculture (NASDA) Honor Award and the American Association of Nurserymen sponsored Entomological Society of America (ESA) Distinguished Achievement Award in Regulatory Entomology. An information package in support of each regional board's nominee is reviewed by the NPB Executive Committee and the NPB's nominees are selected. The following guidelines shall be followed regarding this process:

- I. The NPB Chairman shall provide guidelines for each award to each regional plant board chairman approximately 30 days prior to the regional plant board's annual meeting.
- II. Each regional plant board may nominate a NPB member for each award.
- III. The regional plant board chairman or his designee(s) shall be responsible for providing personal data packages in support of the regional board's nominee to the NPB Chairman on or before **June 1**.
- IV. The NPB Chairman shall duplicate the data packages and submit them to the NPB Executive Committee by **June 7**.
- V. Each NPB Executive Committee member shall review the data packages and submit a recommendation to the NPB Chairman by **June 21**.
- VI. The NPB Chairman shall tally the recommendations and submit the NPB's nominees to the appropriate agency (ESA, NASDA) for further consideration.
- VII. In the event that the NPB Chairman is a regional plant board nominee paragraphs IV. and V. shall be handled by the NPB Vice Chairman.
- VIII. The NPB's nominees shall be announced during the NPB annual meeting.

National Plant Board Meeting
August 21, 1995
Kalispell, Montana

AWARDS AND CERTIFICATE EXAMPLES

EXAMPLE # 1 NPB CERTIFICATE:

THE NATIONAL PLANT BOARD

This is to Certify that the National Plant
Board have having observed the faithful service
and distinguished achievements of

NAME

STATE

does hereby confer upon him this
Testimonial of Recognition for Meritorious
Services in promoting Entomology and
Plant Quarantine activities and the interests
dependent thereon

Voted unanimously by the Board in its annual
meeting, nineteen hundred and

President

Secretary

EXAMPLE # 2 NPB CERTIFICATE

THE NATIONAL PLANT BOARD

In Recognition of the Faithful
Service Rendered By

NAME

To his state and Nation through his years
of devoted activity in promoting and protecting
his Nation's Agriculture in a manner to serve
the best interest and welfare of the people; does
hereby confer upon him this Testimonial of
Appreciation

Voted unanimously by the National Plant
Board at its annual meeting this.....
day of Nineteen hundred.....
Chairman Secretary

NATIONAL PLANT BOARD SERVICE AWARD

PLAQUE

Inscription reads:
NATIONAL PLANT BOARD
SERVICE AWARD

Presented to: (name)

In appreciation for your distinguished leadership and service given as Chairman
from
(month, year to month, year)

**NATIONAL PLANT BOARD SERVICE AWARD
(RETIREE) PLAQUE**

Presented to:
(name)

In appreciation of your dedicated service to American Agriculture

MONTH YEAR

Signed Chairman

ENTOMOLOGICAL SOCIETY OF AMERICA (ESA)
DISTINGUISHED ACHIEVEMENT AWARD IN REGULATORY ENTOMOLOGY
(Sponsored by the American Association of Nurserymen)

The purpose of the award is to honor regulatory entomologists for their valuable contributions to American horticulture. The award, established in 1975 by the American Association of Nurserymen consists of \$500.00 and an inscribed plaque.

Eligibility. The nominee must have demonstrated excellent performance through innovations in insect detection techniques, pest control operations, regulatory activities, and regulatory entomology training efforts. Previous recipients of this award are not eligible for future nominations. Nominees must be Entomological Society of America (ESA) members.

Award Procedures. Nominations should be submitted in the following format:

1. Biographical sketch of the nominee.
2. Photograph (black and white, passport size).
3. Professional improvement efforts, job experience, other professional responsibilities or achievements.
4. Membership and offices held in honor societies.
5. Leadership and participation in professional societies and awards.
6. Evaluation and appraisal of nominee.
7. Accomplishments with emphasis on service to American horticulture.

One nomination shall be submitted from each branch president through his branch Awards Canvassing Committee, the National Plant Board through its chairman, the Plant Protection and Quarantine Programs, Animal Plant Health Inspection Service; and USDA through its Deputy Administrator. All nominations should reach the National Office no later than **July 1**.

Resubmission of a Nomination. Renomination of candidates is encouraged. A formal letter of renomination must be submitted each year prior to the submission deadline. Previously submitted documentation will be retained for one year and only new information need be forwarded with the letter.

Award Procedures at the ESA Annual Meeting. The presentation is made at the ESA Annual Meeting and the recipient must be present to receive the award.

Committee Procedures. The awards committee will be comprised of the current chairman of Section Eb, the immediate past chairman and the immediate past two chairman of Section Eb. The current chairman of Section Eb will be the awards committee chairman. The person selected will be made known to the Executive Director of the Society on or before **September 1**.

Entomological Society of America
9301 Annapolis Rd.
Lanham, MD 20706-3115

Phone: 301-731-4535
Fax: 301-731-4538

(August 1, 1995)

**ENTOMOLOGICAL SOCIETY OF AMERICA (ESA)
DISTINGUISHED ACHIEVEMENT AWARD IN REGULATORY ENTOMOLOGY**

YEAR	NOMINEE	RECIPIENT
1975	Howard L. Bruer, Tennessee	Howard L. Bruer, Tennessee
1976	Melvin C. Tucker, Arkansas	G. G. Rohwer, USDA, APHIS
1977	Harold L. Porter, Ohio	Melvin C. Tucker, Arkansas
1978	Henry Nixon, Pennsylvania	Dean F. Lovitt, Michigan
1979	Henry Nixon, Pennsylvania	Halwin L. Jones, Florida
1980	Alfred S. Elder, North Carolina	Charles P. Schwalbe, USDA, APHIS
1981	Alfred S. Elder, North Carolina	Alfred S. Elder, North Carolina
1982	Carl M. Scott, Georgia	Charles M Amyx, USDA, APHIS
1983	H. B. Jackson, Jr., South Carolina & Harold L. Porter, Ohio	Harvey L. Ford Jr., USDA, APHIS
1984	H. B. Jackson Jr., South Carolina	H. B. Jackson Jr., South Carolina
1985	Ray Brush, AAN	Jack D. Coley, Mississippi
1986	Judson E. May, Arizona	Alfred Wheeler, Pennsylvania
1987	H. Dean Garwood, Kansas	Sueo Nakahara, USDA, ARS
1988	H. Dean Garwood, Kansas	H. Dean Garwood, Kansas
1989	Arthur H. Mason, Minnesota	Thomas J. Henry, USDA, ARS
1990	Richard D. Gaskalla, Florida	Richard D. Gaskalla, Florida
1991	Bill W. Metterhouse, New Jersey	Bill W. Metterhouse, New Jersey
1992	Howard M. Singletary, North Carolina	Howard M. Singletary, North Carolina
1993	Bill F. Gimpel, Maryland	Bill F. Gimpel, Maryland
1994	Homer L. Collins, USDA, APHIS	Homer L. Collins, USDA, APHIS
1995	W. A. (Bill) Dickerson, North Carolina	W. A. Dickerson, North Carolina
1996	Victor C. Mastro, USDA, APHIS	Victor C. Mastro, USDA, APHIS

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)
HONOR AWARDS**

Since 1972, NASDA has conducted its annual honor awards program for employees of the state departments of agriculture. It has become an important part of our annual meeting program and gives recognition to outstanding professionals who work for NASDA members.

The recipients are selected by an independent panel of judges who are familiar with the work of state agriculture agencies, but not employed by NASDA or any member states. Actual presentation of the awards occurs as a highlight of our annual meeting in September.

We have polled previous members of the panel of judges about the criteria used in choosing past Honor Award winners. They said many factors enter into the judging decision, but indicated the following were most frequently used:

1. A clear concise description of the candidate's specific contributions and accomplishments in his or her field of work.
2. Details of specific instances of outstanding performances.
3. Years of service are considered, but not a deciding factor. The award should be for outstanding contributions to the individual's profession, not basically a "retirement" longevity award.
4. Participation and service in state, regional and national job-related organizations.
5. Recognition awards given by peers.
6. Ability to be innovative and solve problems.
7. Progressive upward mobility in job.
8. Ability to work harmoniously with others
9. Examples of concrete accomplishments and achievements that have benefited the state.

NASDA will make one award presentation in each of the following categories:

- ! Administration - individuals in purely administrative positions.
- ! Service - all others.

Each state or affiliate organization may submit only one nomination. Please be sure to indicate on the nomination form the category form which your nominee should be considered.

After the judges panel makes its selection in the two categories and the awardees are properly honored at the NASDA Annual Meeting, the two awardees automatically become NASDA's nominees for the USDA Recognition event held in autumn in Washington D.C.

The deadline for receiving these award applications in the NASDA office is **July 1.**

Richard W. Kirchhoff
Executive Vice President and CEO
NASDA
Suite 1020
1156 15th Street, N.W.
Washington, DC 20005

Phone: 202-296--9680
Fax: 202-296-9686

(May 19, 1995)

RULES GOVERNING THE NASDA HONOR AWARDS PROGRAM

I. Eligibility

- A. Any state department of agriculture employee below the level of Commissioner is eligible to be considered.
- B. Selections will be made in each of two categories (Please indicate on the nomination form in which category your nominee is to be considered, and in one category only).
 - 1. Administration
 - 2. Service

II. Nomination

- A. Each Commissioner, Secretary or Director of Agriculture may nominate one person from their department.
- B. Each of the 20 affiliate organizations of NASDA may nominate one member from their individual organization.

III. Selections

- A. The Executive Vice President of NASDA will appoint a selection committee, made up of agriculture oriented people outside of NASDA, to study the nominations and to select one recipient in each of the two categories.
- B. The selections shall be made prior to the NASDA Annual Meeting, with the recipients being named during the annual meeting.
- C. The two NASDA Honor Award recipients will be the NASDA nominees for the annual USDA Honor Awards Program.
- D. The nomination forms are to be returned to the NASDA Washington D.C. office by **July 1**. This is the deadline for nominations, and no nominations will be accepted after that date. (May 19, 1995)

**NASDA Honor Award
Nomination
1996 Award Year**

1. Department or Associate Organization:

2. Type of Nomination (check one):
---- Administration ---- Service
3. Nominee: -----
4. Position of Nominee: -----
5. Official Headquarters: -----
6. Basis for Nomination (nominee's achievements):

**NASDA Honor Award
Nomination
1996 Award Year**

Detailed Basis for Nomination (continued from page 1)

(Page 2 of 4)

7. Value and Extent of Contribution(s):

8. Career Resume (a brief description of positions held during period of performance):

(Page 3 of 4)

**NASDA Honor Award
Nomination
1996 Award Year**

9. Publications (list only those pertinent to the nomination):

10. Honors and Awards:

11. Nominations submitted by:

(Commissioner, Secretary, Director or Affiliate Organization President)

Organization: -----

Address: -----

Telephone: -----

Date: -----

Send to Richard W. Kirchhoff, Executive Vice President and CEO
1156 15th Street, N.W., Suite 1020. Washington D.C. 20005
Fax: 202-296-9686

(Page 4 of 4)

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)
HONOR AWARD - ADMINISTRATION**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		
1975		
1976		
1977		
1978		
1979		
1980		Rollin M. Dennistoun, Minnesota
1981		William G. Parham, Jr.
1982		Richard D. Chumney, New Jersey
1983		Daniel Harlan
1984		Charles H. Greene
1985		Denis N. Blank, Nebraska
1986		John J. Repko
1987		Ray Forrest
1988		William H. Kosesan, Oregon
1989		
1990		James I. Kennedy, Missouri
1991		Isi A. Siddiqui, California
1992		Ronald M. King, Illinois
1993		Ron Conley, Georgia
1994		Nicholas J. Neher, Wisconsin
1995		Jim Bridges, Georgia
1996		Carol Shipp, New Jersey

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)
HONOR AWARD - SERVICE**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		
1975		
1976		
1977		
1978		William Cranstoun, New Jersey
1979		
1980		Vashek Cervinka
1981		Rudolph Clark
1982		Lewis Barefield, Arkansas
1983		Roberto Parajon
1984		Richard D. Tretsven
1985		Ken Meier
1986	H. Dean Garwood, Kansas	Max A. Van Buskirk, Jr., Pennsylvania
1987	Ken P. Roberts, Wisconsin	Murit Dean Aichele, Washington
1988	Ken P. Roberts, Wisconsin	Jack D. Coley, Mississippi
1989	Bill W. Metterhouse, New Jersey	Robert L Gordon, North Carolina
1990	Don Kludy, Virginia	Clarence L. Campbell, Florida
1991	Isi A. Siddiqui, California	Robert L. Williams, West Virginia
1992	Arthur H. Mason, Minnesota	Paul J. Friedman
1993	Lyle B. Forer, Pennsylvania	Howard M. Singletary, North Carolina
1994	Richard D. Gaskalla, Florida	George B. E West, California
1995	Richard D. Gaskalla, Florida	John L. Smith, North Carolina
1996	Richard D. Gaskalla, Florida	Richard D. Gaskalla, Florida

**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)
HONOR AWARD REGULATION**

YEAR	NOMINEE	RECIPIENT
1972		
1973		
1974		Clyde Bowers, Oklahoma
1975		
1976		Halwin L. Jones, Florida
1977	Henry Nixon, Pennsylvania	
1978	Harry Galloway, Nevada	Harold L. Porter, Ohio
1979	Melvin C. Tucker, Arkansas	Melvin C. Tucker, Arkansas
1980	Carl M. Scott, Georgia	Eugene E. Killion
1981	William H. Kosesan, Oregon	Bill W. Metterhouse, New Jersey
1982	Dean F. Lovitt, Michigan	Dean F. Lovitt, Michigan
1983	David A. Ivie, Texas	Joesph E. Francka, Missouri
1984	Carl W. Nichols, California	Martha E. Rhodes, Florida
1985	Salvatore (Sal) Alfieri, Jr., Florida	Salvatore (Sal) Alfieri, Jr., Florida
1986Award discontinued.....	

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
SUPERIOR SERVICE AWARD**

YEAR	RECIPIENT
1977	Halwin L. Jones, Florida
1979	Harold L. Porter, Ohio
1980	William Cranstoun, New Jersey
1980	Melvin C. Tucker, Arkansas
1981	Bill W. Metterhouse, New Jersey
1992	Isi A. Siddiqui, California
1994	Howard M. Singletary, Jr., North Carolina

NATIONAL PLANT BOARD

CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

Rules Governing the Award

The purpose of this award is to recognize and honor individuals that have distinguished themselves in the field of regulatory plant protection. Those who have consistently upheld the principles of plant protection and quarantine and the ideals of the National Plant Board (NPB) in serving those citizens and industries regulated. The award was established in 1994 in remembrance of Carl E. Carlson, State Entomologist, Iowa Department of Agriculture and Land Stewardship from 1979 to 1992. The award is sponsored by Pioneer Hi-Bred International, Inc. through the Central Plant Board. The award consists of an inscribed plaque and \$250.00. The award is presented each year at the annual meeting of National Plant Board.

Active employment (past or present) in an agency dealing with plant pest regulatory activities is a prerequisite for the candidate. The nomination shall include, a biographical sketch of the nominee, a photograph, a brief description of professional duties, job experience, other professional responsibilities or achievements, leadership and participation in related endeavors, awards and an evaluation and appraisal of the nominees' accomplishments.

The nominee must have demonstrated excellent performance in regulatory activities, regular and active participation in appropriate meetings and recognized by their peers as caring to the needs of all clientele being served. Previous recipients of this award are not eligible. The renomination of candidates for this award is welcome. Submit a formal letter of renomination each year before the submission deadlines. You need to send only new information as the NPB awards committee will retain all candidate documentation for two years.

The following may each submit one nomination: (1) each regional plant board chairman through his or her awards committee, (2) the United States Department of Agriculture (USDA), Animal Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) through its Deputy Administrator.

Submit all information on the nominee to the current Chairman of the National Plant Board by **June 1**.

August 1, 1995

NATIONAL PLANT BOARD

CARL E. CARSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

Directions for award plaque:

The plaque should be walnut 14" x 17" in the shape of the United States. There should be a star in the state of the recipient and the base plate for the inscription should be black with gold letters.

Inscription:

199* NATIONAL PLANT BOARD

CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

Presented to:

NAME

STATE

by his colleagues in recognition of distinguished achievement while consistently upholding the principles of plant protection and quarantine and the ideals of the National Plant Board in serving the citizens and industries regulated and contributing to the health and welfare of the plant environment nationwide.

NATIONAL PLANT BOARD

CARL E. CARLSON DISTINGUISHED ACHIEVEMENT AWARD

IN REGULATORY PLANT PROTECTION

YEAR	NOMINEES	RECIPIENT
1994	Virgil R. Knapp, Indiana Paul Hornby, Florida Gregory A. Cooke, New York	Gregory A. Cooke, New York
1995	Virgil R. Knapp, Indiana Charles L. Staines Jr., Maryland Scott Rose, Washington Tad N. Hardy, Louisiana	Tad N. Hardy, Louisiana
1996	Donald A. Orton, Illinois Terry Smith, Florida Charles L. Staines, Jr., Maryland	Charles L. Staines, Jr., Maryland

NATIONAL PLANT BOARD MEETINGS (HISTORICAL)

Number	Date	Location
1	1927	
2	1928	
3	1929	
4	1930	
5	1931	
6	1932	
7	1933	
8	1934	
9	1935	
10	1936	
11	1937	

NATIONAL PLANT BOARD MEETINGS

Number	Date	Location
12	1938	
13	1939	
14	1940	
15	1941	
16	1942	
17	1943	
18	1944	
19	1945	
20	1946	
21	1947	
22	1948	
23	1949	
24	1950	
25	1951	
26	1952	
27	1953	
28	1954	
29	1955	
30	1956	
31	1957	
32	1958	
33	1959	
34	1960	
35	1961	
36	1962	
37	1963	
38	1964	
39	1965	
40	1966	
41	1967	
42	1968	
43	1969	
44	1970	
45	1971	Harrisburg, Pennsylvania
46	1972	Miami, Florida
47	1973	Indianapolis, Indiana

NATIONAL PLANT BOARD MEETINGS

Number	Date	Location
48	1974	Jackson Hole, Wyoming
49	1975	Richmond, Virginia
50	1976	Charleston, South Carolina
51	1977	Madison, Wisconsin
52	1978	Reno, Nevada
53	1979	Niagara Falls, New York
54	August 18-21, 1980	Brownsville, Texas
55	August 18-20, 1981	Duluth, Minnesota
56	August 16-19, 1982	Sacramento, California
57	August 16-18, 1983	Honolulu, Hawaii
58	August 14-16, 1984	Cherry Hill, New Jersey
59	August 20-22, 1985	Orlando, Florida
60	August 18-21, 1986	Kansas City, Missouri
61	August 17-20, 1987	Jackson Hole, Wyoming
62	August 16-18, 1988	Atlantic City, New Jersey
63	August 15-17, 1989	Mobile, Alabama
64	August 13-16, 1990	Lincoln, Nebraska
65	August 19-21, 1991	Kalispell, Montana
66	July 26-29, 1992	Portland, Maine
67	August 8-11, 1993	New Orleans, Louisiana
68	August 7-10, 1994	Chicago, Illinois
69	August 13-16, 1995	San Diego, California
70	August 18-21, 1996	Pittsburgh, Pennsylvania
71	August 10-13, 1997	St. Petersburg, Florida

PAST NATIONAL PLANT BOARD OFFICERS

Year	Chairman	Vice Chairman	Secretary/Treasurer
1927			
1928			
1929			
1930			
1931			
1932			
1933			
1934			
1935			
1936			
1937			
1938			
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1960			
1961			
1962			
1963			

PAST NATIONAL PLANT BOARD OFFICERS

Year	Chairman	Vice Chairman	Secretary/Treasurer
1964			
1965			
1966			
1967			
1968			
1969			
1970			
1971			
1972			
1973			
1974			
1975			
1976			
1977			
1978			
1979			
1980	Carl W. Nichols, CA	Alfred S. Elder, SC	Lester H. Burrows, MO
1981	Carl W. Nichols, CA	H. B. Jackson, SC	H. Dean Garwood, KS
1982	H. B. Jackson, SC	H. Dean Garwood, KS	Bill W. Metterhouse, NJ
1983	H. B. Jackson, SC	H. Dean Garwood, KS	Bill W. Metterhouse, NJ
1984	H. Dean Garwood, KS	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT
1985	H. Dean Garwood, KS	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT
1986	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT	Guy W. Karr, AL
1987	Bill W. Metterhouse, NJ	O. Roy Bjornson, MT	Guy W. Karr, AL
1988	O. Roy Bjornson, MT	Guy W. Karr, AL	Carl E. Carlson, IA
1989	O. Roy Bjornson, MT	Guy W. Karr, AL	Carl E. Carlson, IA
1990	Guy W. Karr, AL	Carl E. Carlson, IA	Lyle B. Forer, PA
1991	Carl E. Carlson, IA	Lyle B. Forer, PA	Isi A. Siddiqui, CA
1992	Lyle B. Forer, PA	Isi A. Siddiqui, CA	Howard M. Singletary, NC
1993	Lyle B. Forer, PA	Isi A. Siddiqui, CA	Howard M. Singletary, NC
1994	Isi A. Siddiqui, CA	Howard M. Singletary, NC	Stephen V. Johnson, NE
1995	Isi A. Siddiqui, CA	Howard M. Singletary, NC	Stephen V. Johnson, NE
1996	Howard M. Singletary, NC	Stephen V. Johnson, NE	Robert J. Balaam, NJ

INTERSTATE PEST CONTROL COMPACT

The Interstate Pest Control Compact was instituted in 1968, under the Council of State Governments, to bridge economic and jurisdictional gaps among state and federal governments, to enable agencies to respond to plant pest infestations. The Compact - through the insurance Fund it administers - provides financial assistance to address:

New and economically significant destructive plant pest outbreaks

Plant pest infestations outside the control or means of a single jurisdiction

Destructive single state outbreaks which could affect other states if allowed to spread

Any member state can apply to the Insurance Fund for money to control or eradicate a pest in another state if the pest constitutes a threat to the member's crops or forests. The Board decides when funds should be expended, based in part on whether a pest is significant and an infestation is of workable size.

States party to the compact pledge appropriations to an Insurance Fund, with levies computed on a two tier system consisting of a flat rate plus a percentage of the value of state crops and forest products. Through the Fund, individual states can contribute to plant pest control, suppression, or eradication beyond their own borders providing insurance against infestation from another state. The Fund may also accept gifts, grants, and donations from public or private sources. State contributions are made on a one-time basis -- unless or until Fund monies become depleted. They may be paid in installments, over a period as long as 6 years.

The Insurance Fund is under the control of a Governing Board consisting of one representative from each member state. A five member Executive Committee made up of the Chairman and a member from each of the four regions is authorized to take some actions when the Board is not in session. The officers consist of the Chairman, Vice Chairman, Secretary, Treasurer, and Executive Director. The Chairman of the Board can only serve one year, therefore, a new Chairman must be elected each year. The entire Board meets twice each year.

In addition to the officers, and as recommended within the By-laws, a Compact Technical Advisory Committee is provided for the purpose of reviewing grant applications. This Technical Advisory

Committee is made up of two Plant Board members from each of the four plant board regions. Upon receipt of grant applications by the Executive Director, such copies of the applications are sent to each of the Advisory Committee members for their review and recommendations for approval or denial. Upon approval by both Committees the Treasurer is authorized to appropriate monies to the responding state.

As of 1996, there are 28 states or commonwealths that are members of the Compact as follows:

West Virginia	1968	North Carolina	1975
Pennsylvania	1968	Maryland	1976
Michigan	1969	Vermont	1978
New Hampshire	1968	New Mexico	1981
Illinois	1968	Oregon	1981
Tennessee	1969	Georgia	1984
Minnesota	1969	Utah	1985
Delaware	1969	Maine	1986
California	1969	Arizona	1994
New Jersey	1970	Texas	1994
South Carolina	1972	Puerto Rico	1994
North Dakota	1973	Florida	1995
Virginia	1974	Kansas	1996
Ohio	1974	Wyoming	1996

Interstate Pest Control Compact - What Is It?

More than 30 billion dollars in damage a year is caused by plant pests - insects, weeds, plant diseases, and other organisms that attack U. S. crops and forest resources.

Many of the same pests also attack lawns, gardens, and the general environment, causing still more damage in dollars and esthetics.

These pests don't recognize political boundaries. They can easily move across state lines on the wind or in soil or water, or hitchhike to new areas with goods, vehicles, or people. Tremendous losses occur even though farmers, industry, and local, state, and federal governments spend some \$10 billion a year on control.

At one time, only coastal and border states had to fear infestations of new foreign plant pests, but today heartland states are also at risk. International containerized cargo with the potential for carrying foreign pests can travel through ports of entry and reach interior states before it can be opened and inspected.

Federal and state agencies have ongoing control and regulatory programs against a number of plant

pests, and many have recently stepped up their pest detection and monitoring efforts. In most cases, however, appropriations are earmarked for specific pests - a mere handful of the 10,000 odd species that cause damage in this country.

In general, too, state funds may be spent only on in-state control, even though pests just across the border may be equal threats. If a single state undertakes necessary pest control activities, it cannot be certain that companion measures will be taken in other states.

Often, too, the budget process does not allow governments to move quickly against newly introduced pest or takes on challenges outside already approved program plans, a particular problem in times of decreasing resources.

Technology is available to control or eliminate many pests, but its effectiveness often depends on speedy action.

A History of Accomplishments

The Insurance Fund has contributed to the prompt elimination of a number of plant pest problems.

In 1977, the European strain of Scleroderris canker, a serious disease of pine, spruce, and other evergreens, was discovered in Vermont in an area far removed from other infestations. Since the disease can spread quickly and there is no practical cure for widespread outbreaks, prompt action, made possible with Compact support, was essential. Infected trees were cut, burned, and buried, and subsequent surveys have indicated that the spot of infestation in Vermont was eradicated.

In 1981, the apple maggot was found in apples on a backyard tree in Portland, Oregon. Apple maggot was not previously known to occur in the West and could have a major impact on growers' pest control practices as well as interstate fruit marketing if it spread to commercial plantings. A quick but thorough survey, made possible with a Compact grant, has helped Oregon target its control program and keep the pest out of commercial fruit growing areas.

In 1983, soil fumigation in a Michigan vineyard infested with a new grape nematode should result in eradication of another potentially serious pest. The infestation, discovered in Michigan in 1977 and officially described in 1981, had caused widespread concern in other grape growing states and Canada. The vines in the infested 40 acre vineyard were destroyed, but administrative problems prevented use of funds for purchase of a fumigant to rid the soil of the nematode. The Compact stepped in to provide money for the chemical and help rid Michigan of a potentially disastrous pest.

In 1992, an infestation of gypsy moth in northwestern Georgia was treated. This isolated infestation represented a serious threat to North Carolina, Tennessee, Alabama, South Carolina, and Florida. Decisive action prevented the premature establishment of this pest in the southeastern United States.

Compact funds have been used to support these additional pest operations:

- 9 Golden nematode eradication - Delaware
- 9 Tourist vehicle check for gypsy moth - Pennsylvania, Delaware, Virginia
- 9 Gypsy moth attractant trial - North Carolina
- 9 Gypsy moth control - Washington, Illinois
- 9 Scleroderris canker control - New Hampshire
- 9 White fringed beetle control - Maryland
- 9 Winter moth control - Oregon
- 9 Corn cyst nematode survey/quarantine - Maryland
- 9 Tropical soda apple weed control program - Florida

To obtain additional information about the Interstate Pest Control Compact contact:

William W. Metterhouse
Executive Director
IPCC
1156 15th Street, N.W.
Suite 1020
Washington, DC 20005
Phone 202-296-9680

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
PLANT PROTECTION AND QUARANTINE**



MISSION

Plant Protection and Quarantine (PPQ) carries out programs and activities to protect U. S. agricultural resources from exotic animal and plant pests and diseases, to prevent the spread of plant pests within the United States, and to certify U. S. crops, fruits, and vegetable products for export.

ACTIVITIES

Animal and Plant Health Inspection Service's (APHIS) first line of defense is its agricultural quarantine inspectors as border ports, sea ports and international airports. PPQ inspectors check millions of passengers and their baggage as well as commercially imported agricultural commodities for plant or animal pests and diseases that might harm U. S. agriculture. PPQ continues to implement innovative inspection techniques such as X-ray machines and detector dog teams. Using X-ray technology for passenger baggage has increased efficiency in passenger inspections. The detector dog teams in USDA's "Beagle Brigade" are used at international airports and post offices for baggage and package inspection and have a 90 percent success rate in finding concealed regulated items.

PPQ cooperates with the U. S. Interior Department in carrying out provisions of the Endangered Species Act that deal with imports and exports of endangered plant species. PPQ officers at ports of entry are trained to identify these plant species. Also, at many ports, PPQ officers inspect and sample seed imported from foreign countries to ensure that it is accurately labeled and free of noxious weeds.

To monitor domestic plant pests, PPQ works with states in a project called the Cooperative Agricultural Pest Survey (CAPS). Survey information on insects and plant diseases is entered into a nationwide database, the National Agricultural Pest Information System (NAPIS). Information from this database can be accessed from anywhere in the country.

PPQ carries out several cooperative programs against domestic plant pests and diseases. Boll weevils, the long-time scourge of cotton producers, have been eliminated from Virginia, the Carolinas, Georgia, Florida, south Alabama, California, and Arizona through a combination of pesticides, attractants, and cultural methods. Programs now underway in Alabama, Tennessee, Mississippi, and Texas also are making good progress against the weevil.

Cooperative efforts have eliminated witchweed -- a parasitic plant that attacks corn and other crops -- from more than 98 percent of the originally infested area in North and South Carolina.

PPQ efforts against the gypsy moth focus on stopping the artificial spread of this tree-destroying

caterpillar when outdoor household items are moved from infested areas.

To find better and more effective ways of controlling grasshoppers in the United States, APHIS is leading a five year integrated pest management -- or IPM -- project.

Other plant pests that PPQ is involved with include the Mexican fruit fly in the lower Rio Grande Valley in Texas; golden nematode in New York; grasshoppers and Mormon crickets; several honeybee pests; noxious weeds; pink bollworm; and various new insects or plant diseases that may present an economic threat to American agriculture.

PPQ has a special cadre of people who deal with introductions of exotic plant pests. Known as "Rapid Response Teams," these groups have been mobilized on several occasions to combat costly infestations of Mediterranean fruit flies in California and Florida. Rapid Response Teams also responded when the destructive "A" strain of citrus canker was found in Florida orange groves and when Karnal bunt, a fungal disease of wheat, was discovered in Arizona.

To facilitate agricultural exports, PPQ provides assurance that U. S. plants and plant products meet the plant quarantine import requirements of foreign countries. This assurance is in the form of a phytosanitary certificate, issued by PPQ or its state cooperators.

PPQ is also responsible for the operational aspects of APHIS biological control programs, which mobilize the natural enemies of weeds and pests -- foes such as predatory beetles, parasites, and diseases. PPQ biological control laboratories are located at Niles, Mich., Mission, Texas, and Bozeman, Mont. The APHIS National Biological Control Institute, a part of PPQ, facilitates biocontrol efforts throughout the country.

PPQ carries out methods development to translate research findings into operational program activities at 11 different field stations. These field stations are located at Hoboken, N.J., Edinburg, Texas, Gulfport and Starkville, Miss., Gainesville and Miami, Fla., Waimanalo, Hawaii, Otis ANGB (Cape Cod), Mass., Phoenix, Ariz., and Oxford, N.C.

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Associate DA

PHYTOSANITARY ISSUES MANAGEMENT TEAM (PIMT)

Director Asia

Director Western Hemisphere

Director Europe, Australia, New Zealand

International Standards Coordinator

NAPPO Coordinator

BIOTECHNOLOGY AND SCIENTIFIC SERVICES

OPERATIONAL SUPPORT

Program Support
Biological Assessment and Taxonomic Support
Manuals Unit
VETERINARY MEDICAL OFFICE (VMO)
CENTER FOR PLANT HEALTH SCIENCE TECHNOLOGY (CPHST)
National Biological Control Institute (NBCI)
Plant Protection Centers
BOLL WEEVIL
RESOURCE MANAGEMENT SERVICES
Management Analysis Support Section
Program Admin. Support Section
Financial Systems Support Section
Facilities Management Support Section
4 REGIONAL OFFICES

A Veterinary Medical Office, headed by an Assistant to the PPQ Deputy Administrator, oversees the AQI work in PPQ that related to importation of meat and other animal products. In addition, a Resource Management Support staff provides administrative, personnel, and fiscal support and oversight. PPQ's National Plant Germplasm Quarantine Center is located in Beltsville, MD.

PPQ field operations are coordinated out of four Regional Offices -- at Moorestown, N.J., Gulfport, Miss., Brownsville, Texas, and Sacramento, Calif. PPQ officers are stationed at ports of entry and other cities throughout the United States, each of which is headed up by an Officer-in-Charge. These offices carry out both AQI operations and domestic plant programs. The activities in each state and Puerto Rico are conducted under the leadership of a State Plant Health Director, who ensures coordination of activities with the state plant regulatory organization and other cooperators in that state.

DELIVERY OF PLANT PROTECTION PROGRAMS IN THE UNITED STATES -- THE ROLE OF THE ANIMAL AND PLANT HEALTH INSPECTION SERVICE

The Animal and Plant Health Inspection Service (APHIS) of the U. S. Department of Agriculture delivers diverse programs that protect the plant and animal resources of the United States and facilitate the marketability of U. S. agricultural products. Programs are continually reviewed and modified to meet shifting needs, but APHIS has been challenged in accommodating the enormous demands created by the accelerating rate of change in trade, technology and streamlined government operations. This results in the need for a new view of how science-based Plant Protection and Quarantine (PPQ) programs can be delivered on a timely basis within the evolving cooperative plant protection community.

A dominant force impacting the delivery of plant protection programs is the globalization of trade and resulting changes in international phytosanitary trade requirements. This is coupled with

budgetary trends causing higher priority pest exclusion activities to usurp domestic program activities

due to the inability of budgets to expand to meet all needs in a time of national budget reduction. This environment requires APHIS to reexamine its entire spectrum of plant protection program delivery to ensure consistent focus on emerging national priorities, the unique federal role APHIS plays in the delivery of such programs, and the direction indicated in the APHIS Agenda for Change and in PPQ's Vision for the Future.

PPQ's activities are currently grouped into three broad categories: exotic pest and disease exclusion, pest detection, and pest management programs. In the future, three new major systems are needed for the delivery of plant protection programs. A brief description of these new systems follows:

1. A SYSTEM FOR SAFEGUARDING PLANT AND ANIMAL RESOURCES FROM EXOTIC PESTS AND DISEASES

PPQ currently is involved in a number of activities necessary to protect the health of U.S. plant and animal resources, such as preclearance inspection, permit decisions, port of entry inspection, quarantine treatment, detection survey, and eradication of exotic plant pests. While these activities are fundamental to protecting U.S. plant and animal resources, they only achieve maximum effect when integrated into a comprehensive safeguarding system to reduce pest risk to an acceptable level. In this context, the term safeguarding is used to encompass the full continuum of activities conducted to prevent the entry and establishment¹ of exotic pests and diseases. To provide a comprehensive safeguarding system, APHIS believes the following enhancements are needed:

- ! Activities conducted in the safeguarding system are integrated and complementary. The overall system is founded on risk-based pathway studies and performance measurement to allow the system to operate at maximum effectiveness.
- ! Organisms of greatest risk to the United States are identified and communicated to trading partners, as well as criteria to be applied when pests not on the quarantine significant pest list are detected, so that products destined to the U. S. can be certified as free from specified pests of concern. The identified organisms will become the focus of safeguarding activities including preclearance, inspection at ports of entry, exotic pest surveys, and eradication.
- ! It is essential that APHIS develop and maintain the capacity to take immediate action to effectively deal with exotic pest introductions.

¹As defined by the FAO-IPCC GLOSSARY OF PHYTOSANITARY TERMS, establishment is the perpetuation for the foreseeable future, of a pest within an area after entry.

- ! Components of the safeguarding system are developed that encourage involvement and

voluntary compliance of industry and the traveling public.

- ! Safeguarding interventions are based on the best available scientific information and are continually monitored for achievement of results and performance improvement. The safeguarding system is augmented by the targeted interdiction of smuggled agricultural commodities in commerce.
- ! International pest intelligence data are used to enhance the safeguarding system. Funding for the safeguarding system will be provided primarily from current user fee source. This will necessitate developing a source for funding the integral portion of the safeguarding system beyond the ports of entry (such as detection surveys and smuggling interdiction) needed to monitor the effectiveness of the safeguarding system. Such an approach will better enable APHIS to focus its resources where they can provide the most efficient and effective user fee service to its customers. It is necessary that APHIS develop a reliable funding source for initiating and carrying out cooperative eradication programs. PPQ should also expand its user fee authority to include Canada since evidence is now available to support the risk of fruit fly introduction into the United States from products moving through Canada.

2. A SYSTEM FOR ENHANCING TRADE THROUGH PHYTOSANITARY PROCEDURES²

PPQ's traditional domestic regulatory program activities have developed over many years to satisfy a variety of different needs. These activities need a unifying purpose that is consistent with evolving national interests.

Except for issuing phytosanitary certificates, PPQ's field organization currently has limited involvement in APHIS' export mission and the response to phytosanitary issues is predominately reactive rather than proactive. Although a major objective of the Cooperative Agricultural Pest Survey is to support exports, this objective has not been fully realized. Since the passage of the North American Free Trade Agreement and the establishment of the World Trade Organization, the rules of trade have significantly changed. Competitiveness in international trade is of vital national interest to the United States. APHIS is responsible for facilitating agricultural exports by ensuring compliance with international standards and the entry requirements of importing countries. APHIS is also statutorily authorized to resolve phytosanitary issues between states. Therefore, APHIS is

²Phytosanitary procedures are defined as any officially prescribed method for performing inspections, tests, surveys, or treatments in connection with plant quarantine (FAO-IPCC GLOSSARY OF PHYTOSANITARY TERMS).

uniquely positioned to align interstate regulations with international standards. In order to

effectively accomplish this, the following enhancements are needed in APHIS' phytosanitary system:

- ! Interstate and international trade is the entire focus of the phytosanitary system. An appropriate infrastructure is essential to sustain this system. Attention must shift to the trade enhancement aspects of domestic regulatory programs.
- ! In order to maintain current markets and develop new markets, APHIS must form partnerships with other federal agencies, states and industry to ensure that programs of official control are in place for quarantine pests, in accordance with international standards.
- ! APHIS must exercise leadership to refocus national survey activities to provide information supporting regionalization to include pest free areas and areas of low pest prevalence.
- ! APHIS must change its role from enforcement and pest control to oversight and systems management. This shift will be complemented by the development of accreditation systems allowing qualified parties to perform traditional regulatory functions within a compliance framework.
- ! Under the phytosanitary system, involvement in programs such as gypsy moth, imported fire ant, golden nematode and Japanese beetle must be founded on issues of interstate and international concern. Innovative regulatory approaches will be developed with customers, shareholders, and partners. Other interstate phytosanitary problems such as sweet potato weevil will be addressed in a similar manner with the objective of providing consistent standards with minimum impact on interstate commerce.

PPQ's involvement in regulating the interstate movement of agricultural commodities would be in developing management systems and providing oversight. PPQ will develop accreditation systems, allowing qualified third parties to perform traditional regulatory functions that would minimize federal funding requirements. Should there be a need for more federal involvement, an alternative approach would be to regulate commodity groups rather than specific pests. Partnerships could then be formed with commodity organizations, enabling PPQ to charge user fees for services provided to specific beneficiaries.

Funding for activities within the phytosanitary system will be provided, to the extent possible, by those who benefit from the service. Inspecting and issuing phytosanitary certificates for agricultural commodities ready for export will be funded by a user fee charge on a cost-per-certificate basis. When a state or third party provides the phytosanitary certification service, a fee will be collected sufficient to cover the oversight required to maintain the phytosanitary inspection program.

Industry groups (exporting organizations) will reimburse PPQ for the development or

implementation of systems for official control of quarantine pests for specific commodities over a specified geographical area. National surveys to provide data supporting the pest status of agricultural commodities currently being exported is information that is an essential requirement for issuing phytosanitary certificates. Official control is necessary to maintain areas of low pest prevalence and pest free areas (regionalization). APHIS involvement in these activities will focus on technical guidance, development, and oversight. An exporting organization must meet the appropriate APHIS criteria to qualify for this service. APHIS will seek the appropriate authorities to collect and expend funds provided by industry to support these phytosanitary system activities.

3. A SYSTEM FOR MANAGING PLANT PEST TO PROTECT PLANT RESOURCES

PPQ is uniquely capable of delivering specific plant protection services to manage plant pests because of its infrastructure, statutory authorities, and operational and technical expertise. This system for managing plant pests to protect plant resources consists of a diversity of programs and activities carried out by PPQ, such as grasshopper, noxious weeds, boll weevil, biocontrol and pink bollworm, which do not involve, or only partially involve exotic pests or trade which characterize the previous two systems. However, some of these programs and activities currently are not adequately supported and current goals will not likely be met. APHIS believes the following enhancements for this system are essential:

- ! Non indigenous organisms that become established in the U. S. and threaten non-trade related plant resources and ecosystems are potential targets for such management programs.
- ! Unless mandated by Congress, new management programs are developed and implemented only after broad input and demonstrated potential for success and support.
- ! Programs for managing plant pests to protect plant resources will be conducted cooperatively with industry, state cooperators and other federal agencies with the goal of transferring the technology to the users.

Funding to develop and implement these plant pest management programs and activities will depend largely on Congressional direction and the beneficiaries of these services. Programs on Federal land should be funded by the land management agency unless Congress provides specific funding for such management programs.

July 31, 1996

PPQ'S VISION FOR THE FUTURE

Role of PPQ

PPQ faces many unique and far-reaching challenges as it heads into the 21st century. These challenges will test its ability to predict events, adapt approaches, and perform at increasingly higher levels. To manage limited resources effectively, progressive strategies are required. Cooperation with other Federal agencies, States, and the private sector must become an integral and valued part of the way PPQ conducts its business. Rapid changes in agricultural practices and increased in international travel and trade require PPQ to adopt innovative approaches to fulfill its mission. PPQ's global leadership for resolution of a wide range of plant health issues is increasingly recognized by the trading community.

Growing concerns about ecology require that PPQ adopt management techniques that encourage and promote protection of the environment. Program decisions and actions concerning the prevention and mitigation of pest problems must be both biologically and environmentally sound and operationally feasible.

PPQ touches the lives of all Americans by ensuring the availability of domestic and imported foods in the marketplace, facilitating the exportations of agricultural commodities to foreign countries, and preserving the vitality of U. S. public and private lands.

Maximization of Resources

PPQ actively pursues enhanced State and industry cooperation, user fees, and reimbursements so that its most critical services are not rendered ineffective due to limitations of resources. PPQ maximizes the use of congressional appropriations and personnel resources by directing them toward the most critical, cost-beneficial activities. Decisions and priorities are based on biologically sound risk assessments and technological advancements. Budgetary and personnel systems encourage judicious resource management.

Customer Service

PPQ is sensitive and responsive to customers in the broadest sense, including all those directly or indirectly affected by its services and regulations. PPQ delivers its programs and services in a timely and courteous manner. Public awareness of the importance of PPQ's mission is maintained through intensive outreach campaigns. PPQ disseminates useful information through personal contact and user-friendly communication systems to meet customers' needs.

Technology

PPQ incorporates new and emerging technologies into the workplace. PPQ's highly motivated workforce is proficient in the use of these technologies. PPQ's multidisciplinary Plant Health Science and Technology Center provides a strong technical and scientific basis for dealing with phytosanitary and pest management issues and enables the United States to maintain its competitive position as a world leader in agricultural trade.

Professionalism

PPQ employees are skilled and committed to excellence. They have a high level of training and proficiency and exhibit conduct and qualities that characterize them as professionals. They maintain the high technical and ethical standards of their profession and take pride in a thorough knowledge of their occupation and mission. PPQ's culture reflects its commitment to continuing development and training of its employees.

Leadership

Leadership is shared among all levels of the organization. Through effective management, employees are empowered and encouraged to achieve their maximum leadership potential. The selection and training of PPQ managers develops individuals who are respected by employees for their competence and ability to train, coach, mentor, direct, and support employees. PPQ's managers motivate employees to be highly productive and give appropriate recognition for accomplishments. Managers foster an environment for employees to work as effective members of empowered and entrusted work teams.

Changing Workplace

PPQ is a results-oriented organization in which employees of diverse backgrounds are valued for their contributions. Every employee reflects the level of professional competence required by his or her position. Employees are recognized and compensated equitably for their contributions to the mission of the agency. PPQ addresses work and family life issues, thereby strengthening employee commitment. PPQ deals with safety and health concerns promptly and effectively.

PPQ is committed to respecting and giving fair and equitable treatment to all individuals throughout the organization. Employee accountability is ensured by delegation of responsibility and authority to the lowest practical level. Employees participate in providing input to all aspects of work. Teamwork is promoted throughout the agency, and conflict is resolved in productive ways.

Cooperation and Partnerships

PPQ creates strategic alliances that further the mission of the agency with stakeholders and customers. The cooperation of industry groups is ensured through effective interagency partnerships and agreements with international, Federal, States, and local government entities. PPQ's equal partnership with other Federal and State agencies fosters understanding of, and respect for, each other's missions. This partnership is achieved through open communication at all levels and dedication to harmonious and productive relationships.

A true partnership exists within PPQ among all employees, including recognized employee associations. A spirit of cooperation, mutual respect, and collaboration extends to all parts of the organization.

Trade Facilitation

PPQ supports U. S. world leadership in trade and trade facilitation. Enhanced trade is achieved by using state-of-art information systems, training personnel at all levels in international issues, and adopting new technologies in pest management, exclusion, and monitoring. PPQ has a cadre of experts in phytosanitary aspects of international trade.

Partnerships with stakeholders, other agencies, and foreign governments allow PPQ to ensure adherence to quarantine protocols. PPQ responds to challenges of phytosanitary requirements by preparing supporting scientific data quickly and accurately.

PPQ's exclusion activities prevent the establishment of exotic animal and plant pests and diseases, thereby protecting the environment and avoiding added production costs and gaining greater access to foreign markets for U. S. agricultural producers.

Environmental Stewardship

PPQ's excellence in excluding harmful nonindigenous species plays a vital role in support of the country's national objective to protect the environment. PPQ is environmentally aware and takes an active role in protecting ecosystems and improving the quality, safety, and security of the nation's food supply and in educating the public in environmental stewardship. In support of an ecosystem approach to decision making, PPQ is seeking the participation of a diverse group of stakeholders in program planning. Compliance with environmental statutes and advocacy of alternative control methods are integral parts of PPQ's planning process and mitigate potentially adverse impacts on ecosystems.

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**U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURE RESEARCH SERVICE (ARS)**



ARS Mission

As the in-house research arm of the U.S. Department of Agriculture, the Agriculture Research Service has a mission to:

Provide access to agricultural information and develop new knowledge and technology needed to solve technical agricultural problems of broad scope and high national priority to ensure adequate availability of high-quality, safe food and other agricultural products to meet the nutritional needs of the American consumer, to sustain a viable and competitive food and agricultural economy, to enhance quality of life and economic opportunity for rural citizens and society as a whole, and to maintain a quality environment and natural resource base.

ARS Responsibilities

ARS has primary responsibility to:

- C Provide initiative and leadership in agricultural research.
- C Conduct research on broad regional and national agricultural and related problems.
- C Conduct research in support of Federal action and regulatory agencies.
- C Provide technical expertise to meet national food, food safety, and environmental emergencies.
- C Serve as an agricultural science resource to the executive and legislative branches.

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USDA, FOREST SERVICE



MISSION

"CARING FOR THE LAND AND SERVING PEOPLE"

The phrase, "CARING FOR THE LAND AND SERVING PEOPLE," captures the Forest Service Mission. As set forth in law, the mission is to achieve quality land management under the sustainable multiple-use management concept to meet the diverse needs of people.

It includes:

Advocating a conservation ethic in promoting the health, productivity, diversity, and beauty of forests and associated lands.

Listening to people and responding to their diverse needs in making decisions.

Protecting and managing the National Forests and Grasslands so they best demonstrate the sustainable multiple-use management concept.

Providing technical and financial assistance to State and private forest landowners, encouraging them to practice good stewardship and quality land management in meeting their specific objectives.

Providing technical and financial assistance to cities and communities to improve their natural environment by planting trees and caring for their forests.

Providing international technical assistance and scientific exchanges to sustain and enhance global resources and to encourage quality land management.

Helping States and communities to wisely use the forests to promote rural economic development and a quality rural environment

Developing and providing scientific and technical knowledge aimed at improving our capability to protect, manage, and use forests and rangelands.

Providing work, training, and education to the unemployed, underemployed, elderly, youth, and disadvantaged in pursuit of our mission.

VISION

We are recognized nationally and internationally as a leader in caring for the land and serving people.

We are a multi cultural and diverse organization. Employees work in caring and nurturing environment where leadership is shared. All employees are respected, accepted, and appreciated for their unique and important contribution to the mission. The work is interesting, challenging, rewarding, and fun-----more than just a job!

We are an efficient and productive organization that excels in achieving its mission. Responsibility and accountability for excellence are shared by employees and partners. The American people can count on the Forest Service to perform.

GUIDING PRINCIPLES

To realize our mission and vision, we follow 13 guiding principles:

We use an ecological approach to the multiple-use management of the National Forests and Grasslands.

We use the best scientific knowledge in making decisions and select the most appropriate technologies in the management of resources.

We are good neighbors who respect private property rights.

We strive for quality and excellence in everything we do and are sensitive to the effects of our decisions on people and resources.

We strive to meet the needs of our customers in fair, friendly, and open ways.

We form partnerships to achieve shared goals.

We promote grass-roots participation in our decisions and activities.

We value and trust one another and share leadership.

We value a multi cultural organization as essential to our success.

We maintain high professional and ethical standards.

We are responsible and accountable for what we do.

We recognize and accept that some conflict is natural and we strive to deal with it professionally.

We follow laws, regulations, executive direction, and congressional intent.

Exotic Pests

ISSUE STATEMENT:

When exotic pests (primarily insects, diseases, and plants) become established in forests of the United States, they can have profound and lasting effects. These nonnative species are capable of reducing or eliminating native vegetation, which has ripple effects on plants and animals that depend on the native vegetation for food and habitat.

BACKGROUND:

Many of our most serious forest pests have been accidentally introduced into the U.S. from foreign environments. Our native vegetation often has little resistance to attack by these exotics, the exotics usually have few natural enemies, and/or they are so invasive that they out-compete our native plants. The consequences of exotic pests have been felt throughout the country, but have been particularly acute in eastern forests. The introduction of chestnut blight in 1904 changed chestnut-oak forests to oak-hickory forest in less than 50 years, nearly eliminating the American chestnut. The gypsy moth, introduced into Massachusetts at the turn of the century, has spread throughout the Northeast, defoliating nearly 13 million acres at its peak in 1981.

CURRENT SITUATION:

In 1995, the gypsy moth defoliated about 1,500,000 acres of oak-hickory forest; considerably fewer acres than in the peak years of the early 1980's, but still a considerable amount that will probably increase again, since insect populations run in cycles. Other exotic pest problems in the East include Dutch elm disease, dogwood anthracnose, balsam woolly adelgid, beech bark disease, hemlock woolly adelgid, and butternut canker. Collectively, these exotic pests pose a serious forest health threat because the trees they attack have little natural resistance against these foreigners, and there are few, if any, natural enemies to hold the pest populations in check.

In 1991, Asian gypsy moths were discovered near Tacoma, Washington, and have been found more recently near Seattle, Washington, and Wilmington, North Carolina. These pests have far more potential for damage than their European relatives that have become established in the Northeastern United States. Both male and female Asian moths are fliers, whereas only the male European moth can fly. Thus, an Asian gypsy moth infestation can spread much farther and quicker than what we have experienced in the Northeast. In the West, white pine blister rust has had a significant impact on forests. Eradication programs by the USDA Animal and Plant Health Inspection Service (APHIS) are currently in place to prevent that from happening.

ALTERNATIVE COURSES OF ACTION:

The best defense against exotic pests is exclusion. By the time they are discovered, many newly introduced pests have spread too widely for successful eradication. When major new pests are

discovered, take prompt actions to determine the probable impacts of the pest as well as to find ways to minimize its effect on forest ecosystems. APHIS has primary responsibility for eradication efforts. The Forest Service supports their efforts.

Several approaches are used to minimize the effects of introduced exotic organisms. These approaches may focus on the pest organism, its hosts, its natural control agents, or any combination of the three. The eradication of isolated European gypsy moth populations is an example of an approach that focuses on the pest; the search for butternut trees that may be resistant to butternut canker is an approach that focuses on a host; and the efforts to establish populations of predators, parasites, and diseases of the pine shoot beetle, hemlock woolly adelgid, and the purple loose strife are approaches that focus on natural controls.

OUTLOOK FOR THE FUTURE:

The Forest Service will stay involved in all aspects of these efforts on national forests, and on non-Federal lands through its Forest Health Protection Program and other efforts such as stewardship and urban and community forestry programs. The Forest Service will continue to work closely with APHIS to help keep new pests from entering the country.

FOREST SERVICE CONTACT:

For more information, contact Ann Bartuska; Director, Forest Health Protection; USDA Forest Service; P.O. Box 96090; Washington, D.C. 20090-6090.

DG:A.BARTUSKA:W01C;PHONE: 202-205-1600.

Internet address:s=a.bartuska/ou1=W01C@mhs-fswa.attmail.com

INSECT & DISEASE EPIDEMICS AND FOREST HEALTH

ISSUE STATEMENT:

Forest insects and diseases that threaten management objectives are considered to be pests. Pest epidemics can cause widespread tree mortality, growth loss, and defoliation. In turn, this can result in reductions in timber production and habitat changes that can affect habitat for fish, wildlife, and threatened or endangered species; increases in dead trees and fine fuels can increase the extent, severity, and probability of catastrophic wildlife and make wildfires more difficult to control.

BACKGROUND:

Forest insects and diseases are integral ecosystem components that play important roles in the proper

functioning of forest ecosystems. They function in nutrient release, organic matter recycling and in acceleration or retardation of succession. They also provide food for animals, affect short-and long-term structural diversity, and contribute to biodiversity. However, many forests have experienced high levels of insect and disease activity for extended periods. Over the last 50 years, outbreaks of major forest pests such as southern pine beetle, western spruce budworm, mountain pine beetle and other western bark beetles have become increasingly widespread and severe, and the incidence of native diseases such as dwarf mistletoes, root diseases, and fusiform rust have become well outside the historic range of variability in many forests. Disturbances caused by these native pests work in concert with exotic pest disturbances to impact forest resources. Exotic pests are discussed in a separate briefing paper.

CURRENT SITUATION:

Large, contiguous areas of dense conifer stands, stressed by competition for resources and susceptible to spread of defoliators, bark beetles, root pathogens and other diseases, and catastrophic crown fire are common in many of our forests. Epidemics of southern pine beetle, western spruce budworm, mountain pine beetle, and other western bark beetles have all reached unprecedented levels of extent and severity in the last 20 years. The South experienced one of its worst southern pine beetle outbreaks on record in 1995; 1996 promises to be even worse. In the West, a variety of bark beetles, along with root diseases, continue to cause severe tree mortality. Past bark beetle outbreaks have set the stage for catastrophic wildfires (e.g., Yellowstone), especially in the Intermountain West. The chronic high levels of insect and disease activity are an indication that many forests may be unhealthy and not sustainable over time.

ALTERNATIVE COURSES OF ACTION:

Use treatments such as harvesting, thinning, and prescribed burning can be used to create and restore forests to conditions that are within their historic range of variability and that are less susceptible to insects, diseases, fire, drought, and other disturbance events. These treatments can be carried out at various levels, and in various combinations, including no treatment, depending upon resource management objectives. An alternative that greatly increased treatments would reduce insect and disease outbreaks, catastrophic wildfire, and other disturbance events. An alternative that continues treatments at current levels would result in a general increase in forest susceptibility to these disturbance events. A no-treatment alternative would result in a slight increase in susceptibility over the current level alternative. Over the long run, all of these alternatives will result in forest conditions that are less susceptible to insects, diseases, and catastrophic wildfire; forest conditions will be changed by harvesting, thinning, etc., or through tree mortality caused primarily by a combination of insects, diseases, and wildfire. The difference in these alternatives is in their ability to meet desired future conditions.

OUTLOOK FOR THE FUTURE:

In general, the on-the-ground level of treatment is quite small in relation to the extent of forests that

are prime habitat for insect and disease outbreaks and catastrophic wildfire. Continuation of treatments at current levels make it likely that the extent and severity of insect and disease outbreaks and catastrophic wildfire will continue to increase for the foreseeable future. Eventually, these agents will sufficiently alter conditions such that the extent of susceptible forests will be greatly reduced. Examples are the Western forest Health Initiative, increased Forest Service emphasis on forest health, and inclusion of disturbance potential in land management plans. These are some efforts that will increase capability to respond appropriately before and after the occurrence of these events.

FOREST SERVICE CONTACT:

For more information, contact Ann Bartuska; Director, Forest Health Protection; USDA Forest Service; P.O. Box 96090; Washington, D.C. 20090-6090.

DG:A.BARTUSKA:W01C; phone 202-205-1600.

Internet address:s=a.bartuska/ou1=W01C@mhs-fswa.attmail.com

FOREST HEALTH AND ITS ROLE IN THE WELL-BEING OF OUR NATION'S COMMUNITIES

ISSUE STATEMENT:

The well-being of our Nation's communities is linked to the health of our Nation's forested lands.

BACKGROUND:

Towns adjacent to forests often rely upon timber, recreation, grazing, etc., for their economic inputs and for other amenities, like drinking water. Agriculture and its communities continue to rely upon trees for shelter belts, etc. Trees beautify our cities and towns. The Nation's typical annual construction of new single-family homes, approaches 1 million units, usually requires approximately 10 thousand board feet of wood products per home. Furniture, paper, packaging, etc., all serve the needs of communities of all sizes and settings. All the above generate jobs, wages, and taxes as contributors to this Nation's economic health, welfare, and insulation from reliance on imports.

The majority of this country's population lives in locations far removed from much of the Nation's forests. As a result, most people tend to be unaware of the natural cycles in a tree's and/or forests' life, health, and death. Even those communities with timber-dependent economies typically rely upon a resource base large enough to accommodate pest-induced harvest variations. Therefore, few communities have had to grasp the implications of forest health.

CURRENT SITUATION:

- C There are more people. New as well as existing communities are expanding their interaction with trees and neighboring forests. More people visit and use more of our urban and rural forested lands.
- C Expanded interaction has created increased interest in the Nation's forests. Environmental information and the politics of natural resources have grown considerably.

These increases in awareness, exposure, and demand have significantly expanded the public's sensitivity to forest health. Previously remote cycles of pest activity are now more obvious. Trees and forests are no longer presumed to be eternally healthy, beautiful, or constants in our landscapes.

Usually, where forest health is maintained at levels above threshold of public notice, all is perceived as going well. However, when a forest's health visibly declines, so may both the aesthetic and economic potential for user/community satisfaction.

In severe cases, this decline attracts public attention, and in timber dependent communities, can even pose a threat to economic sustainability. In these cases, forest health becomes significant to managing both resources and communities.

ALTERNATIVE COURSES OF ACTION:

Manage for Healthy Forests-Invest as many available resources as possible to maintain and restore healthy trees and forests. Trust communities to accept and adapt to these efforts.

Integrate Community and Forestry Objectives in Management Activities-Define and integrate the objectives of both the resource management and informed community expectations and needs. Develop a management strategy to ensure the sustainability of both. Determine community objectives. Inform publics of the factors, variable, and trade-offs associated with integrated resource management practices. Encourage managers of associated resources to do the same. Promote the development of integrated resource management plans.

OUTLOOK FOR THE FUTURE:

As FS resource management practices evolve to reflect developments in the sciences of forest health, so will its integration with community needs. Resource management decisions that ensure sustainable natural resources will be linked with the sustainability of communities. Linkages to the communities, currently built upon our network of field offices and local, State, regional, and national associations, will be strengthened and will prosper.

Communities and their expectations for their trees and forests will continue to evolve. At the same time, so will developments in forest health. Both will influence access to, and supplies of, the goods

and services of our Nation's forested lands. Development of collaborative policies based upon this interrelated evolution will be the key to the sustainability of both.

AMERICAN ASSOCIATION OF NURSERYMEN (AAN)



FACTS ABOUT THE AMERICAN ASSOCIATION OF NURSERYMEN

What is AAN?

The American Association of Nurserymen (AAN) was organized in 1875 as the national trade association of the nursery industry. AAN's mission is to advocate, promote, and foster a favorable business climate for the nursery industry. AAN membership has grown steadily over the last century and today stands at nearly 2,300 firms engaged in all aspects of growing and selling landscape plants and related products. The association is headquartered in Washington, DC.

Who Are AAN Members?

Most AAN members are small, family-owned businesses that grow nursery and greenhouse plants, sell lawn and garden products, design/install/care for landscapes, and sell supplies to the industry. Typical members include growers, garden center retailers, horticultural distributors, landscape professionals, and suppliers to the industry. Some members have multi-faceted businesses: they may be garden center retailers and landscape professionals and/or growers.

How Does AAN Serve Its Members?

AAN provides a number of services to its members, including:

- C National representation before Congress and federal regulatory agencies;
- C Increasing public awareness of the industry and its products;
- C Continuing professional education seminars and workshops;
- C Peer networking opportunities at association meetings;
- C Information and insights through publications, technical reports and research summaries;
- C Supporting and encouraging industry research to foster the environmentally-sensitive production, sale, and use of high-quality plants that can thrive in a variety of settings

In addition to representing the interests of the entire nursery industry, AAN provides specialized programs and services for individual segments of the industry through four separate division

associations: the Garden Centers of America, serving garden center retailers: the Horticultural Research Institute, which supports and encourages environmental horticulture research: the National Landscape Association, providing assistance to landscape firms, and the Wholesale Nursery Growers of America, serving the special needs of growers. AAN also administers the National Association of Plant Patent Owners, which represents the foremost plant breeders.

How Does AAN Serve the Public?

AAN members do much to preserve, protect, and beautify our environment. For example, the association led the famed “Victory Garden” program during World War II; was a recognized leader in the Johnson administration’s Highway Beautification Program; and was responsible for initiating the commercial plant quarantine system--designed to protect U.S. nursery crops from dangerous, costly infestations--as it exists today.

In addition, AAN’s National Landscape Awards Program is the oldest landscape enhancement awards program in the country, recognized by the White House since the program’s inception in 1952.

A strong advocate of environmental improvement, AAN participates actively in many public and private sector tree planting programs. In recent years, AAN has joined forces with Rotary International, Mothers Against Drunk Driving, the American Public Power Association, the U.S. Forest Service, and other groups to plant trees across the country and around the world.

AAN QUARANTINE COMMITTEE

Ray Brush Hort.. Consulting Service	Mr. Ray Brush	Madison, VA 22727-0266	540-948-6436
Herman Losely & Son Inc.	Mr. Edward Losely	Perry, OH 44081-9693	216-259-2725
Zelenka Nursery Inc.	Mr. Richard H. Brolick	Grand Haven, MI 49417	616-842-1367
Park's Nursery	Mr. Rodney Park	Gresham, OR 97080-9013	503-663-3715
Ohio Agr. Research & Dev Center	Dr. David G. Nielsen	Wooster, OH 44691-4096	330-263-3729
Flowerwood Nursery Inc.	Mr. James Berry	Loxley, AL 36551-0665	334-964-5122
Pecks Green Thumb Nursery Inc.	Ms. Shirley Peckosh	Cedar Rapids, IA 52402	319-393-5946
American Association of Nurserymen	Mr. Craig Regelbrugge	Washington, DC 20005	202-789-2900
Carolina Nurseries Inc.	Mr. Tom Vissman	Moncks Corner, SC 29461	803-761-8181
Snow's Nursery Inc.	Ms. Cheryl Stasak	Monroe, MI 48161-9797	313-242-5126
Columbia Basin Nursery	Ms. Gie Perleberg	Quincy, WA 98848	509-787-4411
Bailey Nurseries Inc.	Mr. Eric Nordlie	St. Paul, MN 55119-6313	612-459-9744
Briggs Nursery Inc.	Mr. Gary E. Briggs	Olympia, WA 98501-4642	360-352-5405
Hines Nurseries Inc.	Mr. Raju Boligala	Houston, TX 77242-2284	713-342-1131
USDA-APHIS-PPQ	Mr. Alfred S. Elder	Washington, DC 20250	202-720-5601

AAN QUARANTINE COMMITTEE PURPOSE

Promotes a balanced federal/state regulatory framework which permits orderly trade in nursery products while minimizing the artificial spread of harmful pests associated with nursery plants.

To obtain additional information about AAN contact:

Craig Regelbrugge
American Association of Nurserymen
1250 I Street NW
Suite 500
Washington, DC 20005
(202) 789-2900



**NATIONAL ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE
(NASDA)**

The National Association of State Departments of Agriculture (NASDA) is a nonprofit, nonpartisan organization comprised of the fifty state departments of agriculture and those from the territories of Puerto Rico, Guam, American Samoa, and the Virgin Islands. NASDA's mission is to support and promote the American agriculture industry through the development, implementation and communication of sound public policy and programs. Members of the association are the Commissioners, Secretaries, and Directors of the departments of agriculture and, as the chief agricultural officials in the states, are in a unique position to communicate the vital importance of agriculture to the economy of the United States.

NASDA was founded in 1915 as the "National Association of Commissioners, Secretaries and Directors of Agriculture." Its name was changed to the present one in 1955. NASDA's Washington office was established in January, 1968, as the focal point for the association's activities. Nine full-time staff members carry out the functions of the association including the *U.S Food Export Showcase*, which is designed to expand worldwide marketing opportunities for U.S. high-value food products.

NASDA is governed by a ten member Board of Directors which include the President, President-elect, Vice President, Secretary-Treasurer, Past President, one member at large, and one member from each of the regions of NASDA (normally the President of each region). NASDA's members are organized into four regional associations: Northeastern Association (NEASDA), the Southern Association (SASDA), the Midwestern Association (MASDA) and the Western Association (WASDA) of State Departments of Agriculture.

The purpose of this corporation are to better American Agriculture through the development and promotion of sound public policy at the state, territorial and federal levels relating to food and agriculture and agriculture-related or associated businesses or programs, and communicating the vital importance of agriculture to the economy and general welfare of the people of the United States, by providing a voluntary, non-partisan organization of the several State Departments of Agriculture, or comparable agency of any state, territory or insular possession, to conduct or engage in all lawful activities in furtherance of the foregoing purposes, or incidental thereto, through which the following objectives may be sought and attained:

- (A) to enhance the operations of state and territorial agricultural agencies in terms of advocacy, information and service;

- (B) to develop, in a spirit of mutual teamwork, cooperation between federal, state and territorial agencies with respect to programs and activities relating to agriculture, and persons interested or engaged in agriculture;
- (C) to promote unity and efficiency in the administration of state, territorial and federal statutes and regulations, and international agreements’
- (D) to act as the collective representative for state-level and territorial-level agencies concerned with agriculture and as an advocate of those policies determined by the membership;
- (E) to perform those services which complement the activities of state and territorial agricultural agencies;
- (F) to survey periodically the agricultural resources of the nation, and to serve as a source of information to decision makers at all levels of government in those areas affecting agricultural programs;
- (G) to conduct programs, including but not limited to, conventions and trade shows which showcase and promote American agricultural interests and products, and;
- (H) to enter into agreements with state, territorial or federal agencies to undertake programs which promote agriculture and further the purposes of the Association.

MISSION

The mission statement is a declaration of the purpose for which NASDA exists:

Our mission is to support and promote the American agriculture industry, while protecting consumers and the environment, through the development, implementation, and communication of sound public policy and programs.

VISION

The vision statement describes what NASDA will look like as it fulfills its mission. The vision guides us to the future.

We are influential in the development and implementation of sound agricultural policy and effective programs. We provide quality service to our members.

GUIDING PRINCIPLES

Guiding principles identify the values that will govern our interactions with our membership, staff, and the constituencies we serve.

- C We are non-partisan.
- C We build on our credibility, integrity, and reputation.
- C We define “agriculture” in its broadest context.
- C We are responsive to our members and their constituencies.
- C We value the contributions of all states and territories.
- C We acknowledge the internal differences of our members, yet work toward consensus on our common goals.
- C We use resources efficiently and effectively.
- C We evaluate our programs using measurable standards.
- C We view change as opportunity.
- C We proactively address agricultural issues.

To obtain additional information about NASDA contact:

Richard W. Kirchhoff
Executive Vice President & Chief Executive Officer
National Association of State Departments of Agriculture
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nasda @patriot.net(e-mail)
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NORTH AMERICAN PLANT PROTECTION ORGANIZATION (NAPPO)

INTRODUCTION

The North American Plant Protection Organization (NAPPO) provides a continental approach to plant protection by affording a means of sharing information and furthering common goals in plant health activities. Comprised of federal plant protection officials of Canada, the United States and Mexico, NAPPO was created in 1976. This was a natural development for these neighbors with similar climates, similar agricultural resources, similar plant pests, and a history of cooperation in plant protection matters.

As an affiliate of the United Nation's Food and Agriculture Organization (FAO), NAPPO adheres to the International Plant Protection Convention (IPPC). The IPPC provides a framework for international plant health matters with emphasis on preventing spread of plant pests across national borders. NAPPO is one of several internationally recognized regional plant protection organizations. It cooperates with other such organizations representing other regions of the world and is represented at many of their principal meetings.

NAPPO focuses on the development of regional phytosanitary standards which can be used by member countries to avoid or resolve disputes. However, NAPPO is not constituted as a dispute settlement body. NAPPO's standards are developed as recommendations to be implemented by member countries through internal regulatory and legislative processes.

Activities of NAPPO are directed by a three-member Executive Committee consisting of the head of each member country's plant protection organization. The Executive Committee is aided by an Executive Secretary who is responsible for the day-to-day operations of NAPPO, and for representing the organization to others. The Executive Secretary also leads the Working Group, which consists of a representative appointed by each country.

The Working Group is responsible for recommending policies, procedures, and regional standards for approval by the Executive Committee. Such recommendations may result from projects undertaken by the Working Group, or may come from standing Panels, ad hoc Panels, or individual technical experts operating under the general direction of the Working Group.

NAPPO GOALS

A major goal of NAPPO is to develop standards for plant protection and quarantine activities in North America. These standards will apply to principles of plant quarantine, a pest risk analysis process, phytosanitary measures utilized within the region, and survey and pest management techniques.

NAPPO seeks to develop uniform accreditation programs for member countries to ensure that inspectors operating in the region have a similar technical basis. Specialized training programs are also provided to take advantage of the expertise available in each country. NAPPO training is offered at work sites and at centralized training sites in member countries. The development of a regional training center is under consideration.

NAPPO PROJECTS

NAPPO meets annually at sites rotated among the three member countries. During the annual meeting, business is carried out via reports from panels, progress reviews, and the development of a work plan for the coming year. In addition, NAPPO traditionally conducts a theme presentation or seminar on matters of interest to the organization or to the international plant protection community in general. In most instances, the proceedings of these theme presentations are published by NAPPO for dissemination to interested parties.

The basic work of NAPPO is carried out through standing and ad hoc panels and/or through projects taken on by individual experts. Typical NAPPO projects include:

- Establishment of regional standards for phytosanitary measures.
- Development of standardized procedures to be applied to pest problems in the NAPPO region.
- Sponsoring international meetings on such vital topics as area-wide implementation of biological control and plant quarantine philosophy.
- Development of manuals and uniform training procedures for use by inspectors in the region.
- Preparation of a glossary of technical and regulatory terms in order to provide a common technical language within the region.
- Acquiring and maintaining technical information on efficacious survey, regulatory, and pest management procedures.

NAPPO POLICIES

NAPPO has a policy that each member country notify the others when an exotic plant pest is identified within its borders. That country keeps the others informed by supplying additional information as it becomes available.

To the extent possible, each NAPPO country consults with other member countries before adopting new or modified plant quarantine regulations. Although it is a matter of policy that each country shall develop its own regulations, consultation is necessary in order to maintain open technical exchanges and to reaffirm commitment to the use of regional standards in implementation of phytosanitary measures.

When a NAPPO country rejects a cargo because it is contaminated with a pest or noxious weed, that country notifies the other NAPPO countries of the details of the situation. This notice includes all pertinent information about the organism, the consignment and the carrier. This provides NAPPO countries with an opportunity to prevent pest introductions into the region.

It is NAPPO policy to obtain information and comments from all sources. As a result, representatives of national and international organizations, industry groups concerned with plant health, and others, are invited to attend the annual meetings and to comment on NAPPO projects and initiatives.

NAPPO has also established a policy to encourage support from “Sustaining Associate Members.” This provides an opportunity to the agricultural industry and other interested parties to directly support NAPPO activities and to participate in the development of NAPPO projects.

NAPPO VIEWPOINTS

NAPPO periodically adopts and issues formal position papers on topics of concern.

NAPPO has taken the position that a pesticide registered as a quarantine treatment should not be canceled until an efficacious, cost-effective equivalent is available. Any action to the contrary should only be taken after careful study and assessment of the consequences. This position has been applied to ethylene dibromide and methyl bromide.

NAPPO has also indicated its acceptance of the use of irradiation technology as an additional valid procedure that could be used for quarantine purposes. Furthermore, the organization supports the general acceptance of the use of this technology in order that the number of irradiation treatment facilities that could be used for quarantine treatment purposes might increase.

NAPPO has succeeded in being recognized within the North American Free Trade Agreement as the organization responsible for the development of North American phytosanitary standards.

NAPPO PUBLICATIONS

NAPPO’s official publications include an Annual Report, periodic NAPPO Bulletins on plant health subjects, and the NAPPO Newsletter published four times a year. The Annual Reports, and some of the Bulletins are printed in both of NAPPO’s official languages, i.e. English and Spanish.

NAPPO is prepared to consider for publication, any document or article submitted to the organization

which, in the view of the organization, contributes to its goals and objectives. All NAPPO publications are subject to the approval of the Executive Committee.

ADDITIONAL INFORMATION

Anyone desiring additional information about NAPPO may write to:

Executive Secretary
North American Plant Protection Organization
C/O Plant Protection Division
Agriculture Canada
Ottawa, Ontario, Canada
K1A 0C6

Persons wishing to contact an Individual NAPPO Executive Committee Member may write to:

Agriculture Canada
Plant Protection Division
Room 4101 K. W. Neatby Building
960 Carling Avenue
Ottawa, Ontario K1A 0C6

U.S. Department of Agriculture
Animal and Plant Health Inspection Service
Plant Protection and Quarantine
14th and Independence Avenue S.W.
Washington, DC 20250

Secretariat de Agricultura y Recursos Hidraulicos
Direccion General de Sanidad Vegetal
Guillermo Perez Valenzuela No. 127
041000, Coyoacan, D.F.
Mexico

COOPERATIVE AGREEMENT

SUPPLEMENTARY TO THE NORTH AMERICAN PLANT PROTECTION AGREEMENT
BETWEEN THE SECRETARIAT OF WATER RESOURCES OF THE UNITED MEXICAN STATES,
THE DEPARTMENT OF AGRICULTURE OF CANADA AND
THE DEPARTMENT OF AGRICULTURE OF THE UNITED STATES OF AMERICA

The Secretariat of Agriculture and Water Resources of the United Mexican States, through the Sanidad Vegetal; the Department of Agriculture of Canada, through the Food Production and Inspection Branch, Plant Protection Division; and the Department of Agriculture of the United States of America, through the Animal and Plant Health Inspection Service, Plant Protection and Quarantine, are hereinafter referred to as “the parties.”

The United States Department of Agriculture, authorized by the Organic Act of 1944, at 7 U.S.C., sec. 147a, and the Act of August 13, 1954, at 7 U.S.C., sec. 148, to cooperate with Mexico and Canada in conducting the necessary field studies and control operations in those countries in connection with the detection, eradication, suppression, control and prevention or retardation of the spread of plant pest; Mexico, in accordance with the pest-prevention objectives set forth in the Plant Health Law of the United Mexican States; and Canada, in accordance with the objectives of the Plant Quarantine Act of Canada;

Mindful of the bases for cooperation in plant protection and disease prevention in plant resources developed under the North American Plant Protection Agreement of October 1976;

Considering the provisions of Article VIII of the International Plant Protection Convention of 1951, whereby the contracting governments agree to establish regional organizations for Th plant health protection;

Acknowledge their responsibility to develop measures aimed at protecting their respective countries from the introduction of quarantine pests of plants;

Considering the need to promote international cooperation in North American plant quarantine and protection in order to prevent the introduction and spread of quarantine pests of plants and noxious weeds, and to foster the conservation of plant resources;

Recognizing the need to strengthen and establish precise and uniform points of view in joint, regional plant protection programs;

Revised October 20, 1991

HAVE AGREED AS FOLLOWS:

Article 1

For purposes of this Agreement, the following definitions shall apply:

- (a) “Plant pest” means any biotic agent capable of causing injury to plants or plant products.
- (b) “Biotic agent” means any organic matter which is capable of reproduction or replication.
- (c) “Noxious weed” means any living stage, including but not limited to, seeds and reproductive parts, of any parasitic or other plant of a kind or subdivision of a kind which is of foreign origin, is new to or not widely prevalent in Mexico, Canada or the United States, and can directly or indirectly injure crops, other useful plants, livestock, or poultry or other interests of agriculture, including irrigation, or navigation or the fish and wildlife resources, of Mexico, Canada, or the United States, or the public health;
- (d) “Quarantine pest” means a pest of potential economic importance to the area endangered thereby and not yet present there, or present but not widely distributed and being officially controlled;
- (e) “NAPPO” is an association consisting of representatives of Mexico, Canada, and the United States, and refers to the North American Plant Protection Organization, which adopted a constitution and bylaws on October 25, 1984. Its purposes include implementing the plant protection programs more particularly described in Article 2; and
- (f) “NAPPO fiscal year” refers to the period of time between September 1 of a given year and August 31 of the following year.

Article 2

The parties shall collaborate to prevent the introduction and spread of quarantine pests of plants in North America by developing and implementing through NAPPO annual work programs, the elements of which include:

- (a) Keeping under constant review the records of new pest detections and outbreaks of plant pests;
- (b) Monitoring the movement and spread of established plant pests of concern to the parties;
- (c) Reviewing progress in detection, eradication and control of plant pests of crops of major importance in North America;

- (d) Reviewing plant quarantine measures adopted by the governments of the parties proposing revisions to existing plant quarantine measures and establishment of new measures moving toward uniform quarantine regulations;
- (e) Examining and studying problems in plant quarantine and closely-related fields;
- (f) Keeping parties informed of plant quarantine and protection matters of mutual concern;
- (g) Promoting arrangements necessary for training of technical personnel in the fields of plant quarantine and plant protection;
- (h) Exchanging research and development information relating to plant pests and their control;
- (i) Adopting compatible phytosanitary certificates patterned after the model certificate as proposed by the International Plant Protection Convention;
- (j) Jointly participating in programs of research and methods development relating to plant protection and quarantine; and
- (k) Taking such other actions as are mutually agreed upon.

Article 3

NAPPO shall act to prevent the introduction and spread of quarantine pests of plants and noxious weeds and to foster the preservation of plant resources in North American by coordinating joint programs of mutual interest, as envisioned in Article 2, and as provided in its constitution and bylaws.

Article 4

In order to attain the basic objectives of NAPPO, the parties shall revise, as necessary, the constitution and bylaws governing its structure and operations.

The NAPPO Executive Committee, responsible for NAPPO activities, shall consist of the Director General of Sanidad Vegetal under the Secretariat of Agriculture and Water Resources of Mexico, the Director of Plant Protection Division of the Food Production and Inspection Branch of the Department of Agriculture of Canada, and the Deputy Administrator of the Animal and Plant Health Inspection Service, Plant Protection and Quarantine of the United States Department of Agriculture.

The Executive Committee shall establish a system of standing and ad hoc committees. It shall further establish the following positions, the responsibilities for which shall be specified in the NAPPO bylaws:

Revised October 20, 1991

- (a) An Executive Secretary;
- (b) Three liaison officers appointed by the members of the Executive Committee, one to represent each of the parties; and
- (c) A Recording Secretary.

Article 5

The Executive Committee shall meet annually in regular session, in the member countries on an alternating basis. Special sessions may be called by any party when it deems it appropriate and with approval by the other parties. The Executive Committee shall call an annual meeting of the membership of NAPPO.

Article 6

The Executive Secretary shall be responsible for executing specific cooperative activities under this agreement. The Executive Secretary shall hold office for three years, and may be extended to serve with the approval of the Executive Committee.

Article 7

In order to carry out the activities under this Agreement, each of the parties may furnish funds amounting to US \$60,000 annually subject to the availability of appropriated funds, commencing in the NAPPO fiscal year in which the agreement is signed, to be expended by the Executive Secretary in accordance with an annual budget adopted by unanimous vote of the Executive Committee.

Expenditures authorized by the Executive Committee shall be in accordance with NAPPO bylaws and may include the following:

- (a) Routine NAPPO administrative costs, including printing and postage;
- (b) Travel expenses of the Executive Secretary for attending international conferences when approved in advance by the Executive Committee;
- (c) Costs associated with holding the NAPPO annual meeting; and
- (d) Costs for program implemented pursuant to Article 2.

Article 8

Program results and information generated under this Agreement may be published by the parties and by NAPPO, only after consideration and unanimous approval by the parties.

Revised April 13, 1993

Article 9

The parties may, by common accord, invite other institutions of their governments and their scientific, academic, or business communities to participate in cooperative activities, to which end the parties shall facilitate contacts among those specialized institutions they deem appropriate.

No NAPPO member will be permitted to individually benefit from activities conducted pursuant to this agreement unless specifically approved by the Executive Committee.

Article 10

This agreement shall enter into force upon signature and shall remain in force indefinitely, but may be terminated by the written request of any party submitted to the other parties at least 30 days prior to the effective date of termination. Upon entry into force, this agreement shall supersede the cooperative agreement supplementary to the NAPPO agreement, October 18, 1989.

Article 11

The parties may modify this Agreement by mutual consent.

Article 12

Termination of this Agreement by mutual consent shall terminate all activities formalized under this agreement unless otherwise agreed by the Executive Committee.

Done at Alexandria, Virginia, this 20th, of October, 1991 in triplicate, in the English, French and Spanish languages, each text being equally authentic.

For the Secretariat
of Agriculture and
Water Resources of
The United Mexican
States:

For the Department
Of Agriculture of
The United States
of America:

For the Department
of Agriculture of
Canada

Revised October 20, 1991

FOOD AND AGRICULTURE ORGANIZATION (FAO) OF THE UNITED NATIONS



FAO: What It Is, What It Does

The Food and Agriculture Organization was founded in October 1945 with a mandate to raise levels of nutrition and standards of living, to improve agricultural productivity, and to better the condition of rural populations.

Today, FAO is the largest autonomous agency within the United Nations system with 174 Member Nations plus Puerto Rico (Associate Member) and the E.C. (Member Organization) and more than 1500 professional staff members. The Organization's 1996-97 biennial budget is set at \$650 million and FAO-assisted projects attract more than \$3000 million per year from donor agencies and governments for investment in agricultural and rural development projects.

Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - the access of all people at all times to the food they need for an active and healthy life. The Organization offers direct development assistance, collects, analyses and disseminates information, provides policy and planning advice to governments and acts as an international forum for debate on food and agriculture issues.

FAO is active in land and water development, plant and animal production, forestry, fisheries, economic and social policy, investment, nutrition, food standards and commodities and trade. It also plays a major role in dealing with food and agricultural emergencies.

A specific priority of the Organization is encouraging sustainable agriculture and rural development, a long-term strategy for the conservation and management of natural resources. It aims to meet the needs of both present and future generations through programmes that do not degrade the environment and are technically appropriate, economically viable and socially acceptable.

Advice to Governments

Agriculture is one of the foundations of national development. It helps feed a nation's population, provides employment and income and can prove a crucial source of foreign exchange earnings. FAO works with governments to promote agricultural and rural development and to foster international cooperation on issues such as food standards, fair trade, environmental management and the conservation of genetic resources.

Drawing on its sophisticated information networks and on the skills of its technical staff, FAO is

able to give independent advice on agricultural policy and planning, on the administrative and legal structures needed for development and on ways of ensuring that national strategies are directed

towards rural development and the alleviation of poverty. FAO has Country Representatives covering more than 100 developing countries, providing a direct link to the Organization's resources. FAO also sends missions, often in conjunction with other agencies, to assess resources, offer advice on management strategies, review development programmes and assist in dealing with emergencies.

FAO's mediation at the international level has resulted in a number of intergovernmental agreements, such as the International Undertaking on Plant Genetic Resources and the World Soil Charter. The Organization works to improve regional coordination, particularly in the management of shared resources - supporting the Amazonian Cooperation Treaty, for example. Through TCDC, the Organization's program for technical cooperation among developing countries, FAO identifies opportunities for countries to share expertise and technical resources.

A Neutral Forum

International cooperation is essential for meeting global, regional and national development goals. Shared resources and responsibilities require coordinated management strategies.

FAO's role as a neutral forum is closely tied to its work as an adviser to governments. Five specialist committees - on commodities, fisheries, forestry, agriculture and world food security - advise the FAO interim governing body, the Council, on current trends and suggest practical management strategies in their fields of expertise.

The Council, in turn, reports to the FAO Conference, the Organization's supreme governing body. Through the Conference, Member Nations contribute to debate and participate in policy formulation of major food and agriculture issues. Member Nations meeting at the Council commit themselves to supporting developmental initiatives, such as the World Food Security Compact and the International Code of Conduct on the Distribution and Use of Pesticides.

FAO convenes top-level international conferences covering areas of particular concern. In the past, conferences have included the World Food Conference, the World Conference on Agrarian Reform and Rural Development and the World Conference on Fisheries Development and Management. The Organization also hosts regular technical meetings on topics ranging from specific commodities to biodiversity.

Focusing on nutrition, FAO joined the World Health Organization in setting up the December 1992 International Conference on Nutrition to re-awaken global awareness of the most basic human needs and to ensure that all people have access to the food they need for a healthy, productive life.

A Short History Of FAO

1996

FAO to host 194 Heads of State or Government at World Food Summit in November to discuss and combat world hunger

1995

FAO celebrates its 50th birthday

1991

International Plant Protection Convention is ratified with 92 signatories

1986

AGROSTAT, the world's most comprehensive source of agricultural information and statistics goes operational

1981

The first World Food Day observed on 16 October by more than 150 countries

1980

FAO concludes 56 agreements for the appointment of FAO Representatives in developing member countries

1976

FAO's Technical Cooperation Programme established to afford greater flexibility in responding to urgent situations

1974

UN World Food Conference in Rome recommends the adoption of an International Undertaking on World Food Security

1962

The FAO/WHO Codex Alimentarius Commission established to set international food standards becomes operational

1960

Freedom from Hunger Campaign launched to mobilize non-governmental support

1951

FAO headquarters moved to Rome from Washington, DC

1945

First session of FAO Conference, Quebec City, Canada, establishes FAO as a specialized United Nations Agency

1943

Forty-four governments, meeting in Hot Springs, Virginia, United States, commit themselves to founding a permanent organization for food and agriculture

FAO: Headquarters Information

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